
Department of Local Affairs



Strengthening Colorado Communities

**STATE HOUSING BOARD MEETING
1313 Sherman St., Denver, CO, Room 318
Tuesday, March 10, 2009**

AGENDA

1:00 p.m. Convene SHB Meeting - Approval of Minutes Theo Gregory
Director's Comments Teresa Duran for Kathi Williams

Application Presentations

<u>Time</u>	<u>Project #</u>	<u>Project Name and Applicant</u>	<u>Presenters</u>
1:15 p.m.	08-045	Boulder Housing Partners 3120 Broadway Apartments	Ann Watts & Stuart Grogan
1:30 p.m.	09-049	Bill Simpson Silvercliff Apartments	Ann Watts & Bill Simpson
1:45 p.m.	09-050	Town of Breckenridge Home Ownership Subdivision	Denise Selders & Laurie Best
2:00 p.m.	09-045	Colorado Housing Assistance Corp. Down Payment Assistance – Special Needs	Rick Hanger & Michelle Mitchell
2:15 p.m.	09-051	Brother's Redevelopment Foreclosure Hotline	Meghen Duggins & Stephanie Riggi

Approval Process

2:30 p.m.	08-045	09-049	09-050	09-045	09-051
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Other Business

3:00 p.m.	Codes Program Update	Steve Bernia
3:15 p.m.	Funding Cycle Policy Approval	Rick Hanger
3:30 p.m.	Discussion of the Consolidated Plan	Lynn Shine

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in this public meeting, please notify Trang Van at (303) 866-5154 by March 9, 2009.

cc: Susan Kirkpatrick CHATS Teresa Duran Kathi Williams
Rick Hanger Lynn Shine Steve Bernia State Housing Board Members

STATE HOUSING BOARD MINUTES
Colorado Division of Housing
1313 Sherman St., Denver, CO, Room 318
Tuesday, February 10, 2009

BOARD MEMBERS PRESENT: Theo Gregory, Sally Hatcher, Gene Lucero, Mike Rosser and Karen Weitkunat

BOARD MEMBERS ABSENT: Suzanne Anarde

DOH STAFF PRESENT: Kathi Williams, Rick Hanger, Denise Selders, Trang Van, Stephanie Morey, Teresa Duran, Meghan Duggins, Ann Watts, Becky Murray, Autumn Gold and Robert Thompson

CALL TO ORDER: Meeting was called to order by Theo Gregory at 1:10 p.m.

APPROVAL OF MINUTES: Minutes from the January meeting were approved.

EXECUTIVE DIRECTOR'S COMMENTS – SUSAN KIRKPATRICK

Susan mentioned that she wanted to start the year spending more time with the State Housing Board listening to the way in which business comes before the Board and seeing the types of project. Susan also commended the Board on the direction that has been provided to the Department on the policy changes. The thoughtful deliberations that the Board has been involved in are very much appreciated. These deliberations have been to bring some new policies to the State Housing Board and we'll see how they play out as we move forward. We have a very challenging time that we're all a part of whether it is personally or professionally. The more we can work together to listen to opportunities and make every dollar go farther, we're better off. Thank you very much.

DIRECTOR'S COMMENTS

CDOH received a letter from HUD in regards to the CDOH proposal of the CDBG payback. A copy of the letter has been provided to the State Housing Board. The amount to be paid back will be \$1,148,041. This amount will be an offset in the future CDBG allocations. CDOH has taken the appropriate actions to implement the suggestions that were made in the OIG report and we're ready to move onward. CDOH has the option of spreading it over 2 years, but the desire is to get it resolved as soon as possible. If there was a very worthy project that may be jeopardized in the 1 year payback, then we'd be looking at doing it over 2 years.

Director Williams would like to provide an update to the Board about the Neighborhood Stabilization Program. CDOH staff have reviewed and talked to all of the Grantees identified in our plan approved by HUD. There will 11 grantees in the first tier, all but 2 of them have asked to have their allocation made directly to them. Colorado Springs would like CDOH and the State Housing Board to manage their allocation in addition Arapahoe County has made that particular request as well. CDOH is continuing to meet with the Grantees on a weekly basis. CDOH is hoping to have the first wave of grant applications for the State Housing Board in the March and April meetings and hopefully, it will

be finished up in May. CDOH is expected to receive the NSP award letter from HUD on Friday in which the clock will start ticking on the 18 months.

The Federal Stimulus Package has been all over the board. It appears that there may be more money for housing in the Stimulus Package. At this point, the Senate is supposed to roll out the final version to go to a conference committee between the House and the Senate. Hopefully, by this time next month, CDOH will know exactly how the Stimulus Package may or may not affect housing.

Director Williams provided an update on State Legislation.

- HDG (General Fund) Roll Over Bill
 - The State rules are so difficult in that no one can contract for goods or services prior to the SHB making the award. Due to the contracting process and the funds having to be expended by June 30th of the next fiscal year, CDOH is asking to be able to contract and obligate funds within the year. However, the Contractor will have 2 years to expend the funds. This bill will be heard by the Committee on Thursday.
- Rent Control Bill
 - This bill was initiated by local governments wanting to be able to negotiate with developers for affordable housing within their zoning and budget approval. This bill lost by one vote in the local government committee, so at this point Director Williams believe the State Housing Board is the last best effort in terms of putting money into affordable housing and getting a deed restriction for a twenty or thirty year period.
- Foreclosure Timeout Bill
 - The Governor introduced Representative Carroll and Representative Ferrandino to talk about this bill.
 - The 90-day timeout period (would delay foreclosure) could be granted to the Borrowers if a bank has not demonstrated an effort to negotiate and if the homeowners show a commitment to saving their homes.
 - The Borrower will still need to pay some sort of payment to the lender during this time.

The Governor announced yesterday that the Attorney General's Office made the final award of \$500,000 to CDOH for the administration of the foreclosure hotline, foreclosure mitigation and minority outreach. There will be an RFP for the minority outreach and CDOH will revisit the contract with Brother's Redevelopment for the foreclosure hotline.

At this point, the discussion around cutting the State General Fund for affordable housing has not gotten any legs. That is not to say that as the budget may continue to deteriorate that this may change.

CDOH has been working on the Consolidated Plan and the submittal to HUD. One particular party indicated that they do not concur with the decision that was made in the last State Housing Board meeting. This item has been added to today's agenda.

Since the last meeting in January, we do have three members whose term has expired. That would be Theo, Sally and Jack. Both Theo and Sally have been asked to resubmit an application and a search for the 6th District member is still underway.

APPLICATIONS REVIEWED IN FEBRUARY

**Town of Pagosa Springs / Opportunity Builders
Hickory Ridge Apartments**

Project Number: 08-068

Project Manager & Address: Tamra Allen, Interim Town Manager
551 Hot Springs Blvd., Pagosa Springs, CO 81147
(970) 264-4151 ext 235
Fax 264-4634
tallen@pagosasprings.co.gov

Project Address: 202 North Eighth St., Pagosa Springs, CO.

Project Description: Pagosa Springs (grantee) and Opportunity Builders (sub-grantee) are requesting a \$225,000 grant for site acquisition in the construction of 40 units of low-income family apartments, and one manager's unit in the Town of Pagosa Springs. The project will use permanent financing from a fixed-rate permanent loan from Sun America (6.75%, 30-yr), Low-Income Housing Tax Credits, and owner equity from Opportunity Builders. It will contain two one-bedroom, eleven two-bedroom, and two three-bedroom units affordable at 40 % AMI, as well as six one-bedroom, 11 two-bedroom, and four three-bedroom apartments affordable at or below 50% AMI. It will also contain two two-bedroom, and two three-bedroom units affordable at or below 60% AMI, as well as a manager's unit that is unrestricted. The development will be located on approximately 5 acres within one mile of employment, shopping, and schools and will include a community center building of about 3,250 square feet.

Staff Recommendation: Full Funding

Date of Meeting: February 10, 2009

Anarde	Absent	Lucero	Full Funding
Gregory	Full Funding	Rosser	Full Funding
Hatcher	Full Funding	Weitkunat	Full Funding

The Board approved Full Funding for this project.

**Morgan County
Assault Response Advocates, Inc. (S.A.R.A.)
Teen Crisis Shelter & Child Advocacy Center**

Project Number: 09-014 Sexual

Project Manager & Address: Paula Bragg, Executive Director
Sexual Assault Response Advocates (S.A.R.A.), Inc.
220 Prospect Street, P.O. Box 633
Fort Morgan, CO 80701
(970) 867-2121, Ext. 22
Fax: (970) 867-0460
bragg_paula@yahoo.com

Project Address: 418 Ensign Street, Fort Morgan, Morgan County, Colorado, 80701

Project Description: Morgan County, on behalf of Sexual Assault Response Advocates, Inc. (S.A.R.A.), a 501 (c)(3) non-profit corporation, requests a grant in the amount of \$240,100 to assist in the payoff of a bridge loan from Funding Partners for the acquisition of an existing property located at 418 Ensign Street, in Fort Morgan. The property will serve as an overnight crisis shelter for teenage girls and their children who are victims of sexual assault and/or domestic violence. It will provide a total of 11 beds for 6 teens, 4 children, and 1 manager, as well as office space for S.A.R.A. A trained, on-site staff member will serve as the Resident Manager for the shelter. The property will also house a Child Advocacy Center which will provide support services to sexual assault victims and their families along with an area for the Police Department and doctors to conduct forensic interviews and examinations.

Staff Recommendation: Full Funding

Date of Meeting: February 10, 2009

Anarde	Absent	Lucero	Full Funding
Gregory	Full Funding	Rosser	Full Funding
Hatcher	Full Funding	Weitkunat	Full Funding

The Board approved Full Funding for this project.

**Maplewood Apartments
Rehabilitation and Refinance**

Project Number: 08-026

Project Manager & Address: Bill Lunsford, Development Manager
Housing & Family Services
City of Lakewood
480 South Allison Parkway, Lakewood, CO 80226
(303) 987-7581
Fax: (303) 987-7693
BilLun@lakewood.org

Project Address: 856 South Van Gordon Ct, City of Lakewood, Jefferson County

Project Description: The Lakewood Housing Authority (LHA) requests an HDG grant of \$500,000 to pay off a bridge loan that they used to rehabilitate and refinance Maplewood Apartments. The apartment complex is located in the Green Mountain area of Lakewood, near shopping, schools, and a bus line. Maplewood is a 132-unit, non-subsidized, non-tax-credit property, built in the early 1970's and owned by LHA since 1993. LHA plans to remove the swimming pool and replace it with a community building that will house the management office, meeting space for both resident activities and services (counseling, job-training, computer lab, classes, etc.). When finished, the complex will continue to have 132 units, targeted as follows:

Staff Recommendation: Full Funding

Date of Meeting: February 10, 2009

Anarde	Absent	Lucero	Full Funding
Gregory	Full Funding	Rosser	Full Funding
Hatcher	Full Funding	Weitkunat	Full Funding

The Board approved Full Funding for this project.

Casa De Rosal Denver VOA Affordable Housing, Inc
Casa De Rosal

Project Number: 09-041

Project Manager & Address: Charles W. Gould, President
Volunteers Of America National Services
1660 Duke Street
Arlington, VA 22314
703-341-5000

Project Address: 735 and 755 Vrain Street, Denver, CO 80204

Project Description: Casa De Rosal Denver VOA Affordable Housing, Inc is requesting a \$450,000 grant to repay the CDOH Revolving Loan Fund (RLF) loan that was awarded per RLF contract # 08-012 for construction expenses of the Casa de Rosal senior rental development. RLF funds were loaned because HOME or HDG grant funds were unavailable for award. The project is located at 735 and 755 Vrain Street in Denver. Casa de Rosal is a 54-unit senior rental development that includes laundry room, exercise room, community room and management office. Unit sizes range from 675 SF for one-bedroom units to 875 SF for two-bedroom units. The project is a partnership between Troy Gladwell of Medici Communities LLC and Volunteers of America National Service (VOANS). The Volunteers of America will also manage the property and provide case management services on site as well as to the tenants of Casa Dorado which is next door.

Staff Recommendation: Full Funding

Date of Meeting: February 10, 2009

Anarde	Absent	Lucero	Full Funding
Gregory	Full Funding	Rosser	Full Funding
Hatcher	Full Funding	Weitkunat	Full Funding

The Board approved Full Funding for this project.

**Mercy Housing Colorado
Aromor Apartments**

Project Number: 08-050

Project Manager & Address: Ms. Alison George, Multifamily Director
Mercy Housing Colorado
1999 Broadway, Ste 1000, Denver, CO 80202
(303-830-3470
Fax 303-830-3319
ageorge@mercyhousing.org

Project Address: 1309 Grant Street, Denver, CO 80203

Project Description: Mercy Housing Colorado is requesting a grant of \$660,000 to repay a bridge loan for the acquisition and rehabilitation of the Aromor Apartments located at 1309 Grant Street in Denver, Colorado. Mercy Housing Colorado provided a bridge loan to this project in the spring 2008 to permit construction of this project to begin on-time in September 2008. Unit leasing and occupancy is expected in May 2009. The Aromor Apartments is a 3-story dwelling built in 1927. It is on the register of historic landmarks, and many features of the rehabilitation will restore the building's architectural features. The building contains 66 studio units and common rooms including lounges, rooms for case management and a commercial kitchen. Mercy has partnered with Denver's Road Home, Denver Housing Authority, and other nonprofits in order to provide service-enriched housing to formerly homeless residents. Tenants will be referred through Denver's Road Home.

Staff Recommendation: Partial Funding of \$450,000, not
to exceed the County's funds

Date of Meeting: February 10, 2009

Anarde	Absent	Lucero	Full Funding as Amended
Gregory	Full Funding as Amended	Rosser	Full Funding as Amended
Hatcher	Full Funding as Amended	Weitkunat	Full Funding as Amended

The Board approved Full Funding as Amended so that if Mercy Housing can get additional funds from the County, then CDOH would be willing to match those funds.

**Rocky Mountain HDC
Cornerstone Apartments**

Project Number: 08-024

Project Manager & Address: Joyce Alms Ransford, Executive Director
142 W 5th Avenue
Denver, CO 80209
303-561-1870
Fax: 303-477-1513
jalmsranford@rockymountainHDC.org

Project Address: 1001 Park Avenue, Denver, CO 80205

Project Description: Rocky Mountain Housing Development Corporation (RMHDC) is requesting an additional \$110,000 CDOH grant to help offset a funding shortfall that developed after the start of project construction. The use of Project-Based Vouchers in this project and the overall height of the structure have required the use of commercial Davis-Bacon wage rates. The original construction budget did not account for the cost difference between commercial and residential wages resulting in additional construction costs of \$823,000. Other stakeholders are helping to close the gap, including CHFA through issuing supplemental tax credits and the City of Denver by providing a loan. The scope of the project, including the unit mix shall remain the same per HOME and HDG contracts.

Rocky Mountain HDC received a \$500,000 CDOH grant (January 2008) for soft costs in the new construction of the Cornerstone Apartments located at 1001 Park Avenue, Denver, CO 80205. This project consists of a 5 story building with 51 units of rental housing primarily for chronically homeless and homeless individuals and individuals coming out of transitional housing (see table below). The structure will have two elevators and structured underground parking. The first floor will have space for residential services, a medical clinic, and residential and security offices. The CDOH grant will be matched with funds from the St. Francis Center, Denver's Road Home, City of Denver HNDS and equity funds for a total project cost of \$11,433,771.

Staff Recommendation: Full Funding of an additional \$110,000 **Date of Meeting:** February 10, 2009

Anarde	Absent	Lucero	Full Funding
Gregory	Full Funding	Rosser	Full Funding
Hatcher	Full Funding	Weitkunat	Full Funding

OTHER BUSINESS

- **John Parvensky – Colorado Coalition for the Homeless**

- Raised concerns about the priorities that were changed in last month's meeting.
- The Board changed the priority for "Increase the supply of affordable rental housing to meet community needs" from high to medium.
- The concerns that were raised included:
 - The change was made while the Draft Plan was out for public review and comment.
 - The Draft Plan circulated last month for review and does not have the changes in them.
- Lynn will repost the Draft Plan next week for public comment (30 days).
- The SHB will wait for the public comment, the Consolidated Plan will be brought forward in March
- HUD will have 45 days to respond to the plan once submitted.

- **Rick Hanger – Funding Cycle Policy**

- The policy will be posted for public comment.
 - April 1st will be the start of the application for CHDO's, however, those applications only go to the Staff for approval.
 - May 1st will be the official first cycle that goes to the SHB.
 - Formal adoption of this policy will occur in March.
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The meeting adjourned at 4:03 pm

MARCH PRESENTATIONS

**Boulder Housing Partners
Broadway West Community**

Project Number: 08-045

Project Manager & Address: Stuart Grogan, Housing Planner
Boulder Housing Partners
4800 Broadway
Boulder, CO 80304
(720) 564-4644
(303) 544-9553 Fax
grogans@bouldercolorado.gov

Project Photo:



Project Address: 3120 Broadway, Boulder CO

Project Description: Boulder Housing Partners (BHP) requests a grant of \$225,000 to help repay a bridge loan for the construction of a new 26-unit apartment building on North Broadway. The site is the former location of BHP's offices, and is next door to the North Boulder Recreation Center. Immediately behind this site is the Broadway East Community, a former public housing site that BHP recently refinanced and renovated (without CDOH funding). The new building's unit mix is designed to complement Broadway East's, and its residents will have access to the new community building and playgrounds at Broadway East. Broadway West will be a three-story structure with underground parking and an elevator, so all units will be both visitable and handicapped adaptable. All units will be affordable at 50% AMI.

AFFORDABILITY

<u>Type of Units</u>	<u># of Units</u>	<u>Income of Beneficiaries</u> (4-person households in Boulder County)
<u>CDOH HOME-Assisted Units</u> (2) 1BR	2	≤ 50% of AMI (\$43,500)
<u>Other Affordable Units</u> (16) 1BR, (6) 2BR, (2) 3BR	24	≤ 50% of AMI (\$43,500)
<u>Total Units</u>	26	

PROGRAM BUDGET

Project Activities	Total Project Cost	State Funds Requested	Other Funds	Source	Status
Land Acquisition	1,366,960		1,300,000	BHP Donation	committed
			66,960	BHP Loans	committed
Appraisal & Market Studies	20,000		20,000	City of Boulder CHAP/AHF	committed
Environmental & Soil Tests	7,500		7,500	City of Boulder CHAP/AHF	committed
Demolition	17,800		17,800	City of Boulder CHAP/AHF	committed
Building Permit Fees	472,305		187,473	City of Boulder CHAP/AHF	committed
			152,976	City of Boulder Waivers	committed
			131,857	City of Boulder HOME	committed
On-site Infrastructure	119,142		119,142	City of Boulder HOME	committed
Structured Parking Garage	1,000,000		1,000,000	City of Boulder HOME	committed
Construction (Bridge Loan)	3,735,563	224,000	13,228	City of Boulder HOME	committed
			3,498,335	LIHTC Equity	committed
Contingencies	205,203		194,259	LIHTC Equity	committed
			10,944	First Mortgage	committed
Architecture & Engineering	643,584		643,584	First Mortgage	committed
Interim Financing Costs	535,588		387,472	First Mortgage	committed
			148,116	BHP Loans	committed
Permanent Financing Costs	69,000		33,127	BHP Loans	committed
			35,873	MHCLF Bridge Loan	committed
Operating Reserve	100,000		100,000	MHCLF Bridge Loan	committed
Developer's Fee	471,467		154,340	Deferred Dev. Fee	committed
			317,127	MHCLF Bridge Loan	committed
Consultants	64,500		64,500	MHCLF Bridge Loan	committed
Start-up Marketing	50,000		50,000	MHCLF Bridge Loan	committed
CDOH Contingency	1,000	1,000			
Totals	8,879,612	225,000	8,654,612		

PROJECT ASSESSMENT FOR Rental New Construction

Criteria	Project Data		CDOH Range
Building Cost			
Cost/Unit/Sq. Ft.	\$341,485 /Unit	\$202.05 /SF	\$135 to \$205
Hard Cost/Unit/Sq. Ft.	\$208,107 /Unit	\$123.12 /SF	\$105 to \$160
Soft Cost/Unit/Sq. Ft.	\$80,841 /Unit	\$47.83 /SF	\$25 to \$40
Land Cost/unit	\$52,575 /Unit	(donated by BHP)	\$10,000 to \$18,000
Hard/Soft Cost	72% Hard	28% Soft	
Cost Effectiveness Rating			
CDOH subsidy/unit	\$8,654		\$4,000 to \$10,000
Annual Cost/Person & Rating	\$4,090	0 40 yrs	1 to 10 Scale
Externality Rating	4		1 to 10 Scale
Rent Savings Rating	31%	6	1 to 10 Scale
Financial Leveraging Rating	38	10	1 to 10 Scale
Composite Score	20		1 to 40 Scale
Operating Cost			
PUPA	5,112		\$3,700 to \$4,700
Annual Replacement Reserve	300		\$300 (\$250 for seniors)
Debt Coverage Ratio	1.15		1.10 to 1.20
Capitalized Operating Reserve	100,000	5.5 months	4 months debt & operating
Financial Commitments			
Terms of Primary Financing	7.1%	30 years	
P.V. Tax Credits	0.94		\$.75 to .85
Other Criteria			
Fully Accessible Units	2 / 7.8%		5% of Units Encouraged
Visitable Units	26 / 100%, plus all common facilities		All units Encouraged
Energy Star Units	All 26 – based on the City of Boulder’s new Home Energy Rating System (HERS) ordinance (30% more efficient than code – BHP believes it will exceed Energy Star)		Units Have Minimum 80 HERS Rating or equivalent
Water Efficient Landscape	Yes		Denver Water Board Recommendation
30% AMI Units	None (100% of Broadway East is 30%AMI)		5% of Units Encouraged
CDOH requirements			
Priority	High Growth		
CDOH Eligibility Criteria	HOME, HDG		

Comments:

- **Management Capacity**

Pro:

1. Boulder Housing Partners (BHP) is the City of Boulder's Housing Authority, and has developed, owned & operated affordable housing since 1966. It currently owns and manages 832 rental units on 31 sites, plus about 774 Section 8 vouchers. BHP's portfolio-wide vacancy rate was 3% for all of 2008.
2. In 2000, BHP established the BHP Foundation to raise funds for resident services such as a literacy program for pre-school children. They also provide services through partnerships with Boulder Community Hospital, Boulder Police Dept., Boulder Parks & Recreation, and the Boulder Public Library.

Con: None.

- **Public/Private Commitment**

Pro:

1. The City of Boulder has committed a total of \$1,497,000 of grant funds from HOME and local funds. They also waived \$152,976 worth of building permit fees.
2. Boulder Housing Partners is donating the site, worth \$1,300,000 according to an appraisal from February 2006.
3. The bridge loan from Mile High Community Loan Fund is secured against a different BHP-owned property, one that they are planning to sell (it is only 6 units and is outside of City limits). To the extent that BHP cannot find additional grant sources to pay off MHCLF, they will use sale proceeds. BHP will use any net proceeds from the sale to address capital needs at other BHP properties.

Con: None.

- **Market Demand**

Pro:

1. The market study from January 2007 (& updated in August 2008) does support this project. The location is very visible and also convenient – on North Broadway right next to a Recreation Center and at a bus stop. The project has attractive amenities, including a new community building built as part of the renovation of Broadway East, directly behind this building. Within the new building, there will be underground parking, storage, balconies or patios, and a generous lobby area. The market analyst estimates that these units will rent up at a rate of 4 to 6 units per month.
2. According to the Metro Denver Housing Vacancy and Rent Survey from the 3rd Quarter of 2008, unrestricted rentals in the City of Boulder (outside the University area) had a vacancy rate of 2.4%. The Affordable Housing Vacancy Survey for the 2nd Quarter of 2008 reported 4% vacancies in affordable Boulder/Broomfield County properties, but only 2.8% vacancies in 1 bedrooms.
3. The Broadway East rehab project was completed on October 1st 2008, and has been fully occupied since that day. It has 30 two-bedroom units and 14 three-bedrooms, all at 30% AMI with Project Based Section 8.

Con: None.

Explain Variances from ranges:

- Hard costs (technically, this is not above the range) – The site is small, so to maximize the number of units, BHP included structured parking (at a cost of \$1 million) and an elevator. The City’s height restriction still limited the number of floors, and therefore the number of units. The City required the design to break up the building mass with lots of corners & cutouts which is costly in itself, plus resulted in non-standard interior unit layouts. The building has a high proportion of one-bedroom units, each unit has a deck or patio, and there are lots of common areas. The demolition of the old office building included asbestos mitigation. It is an infill site, making construction staging very difficult, and the presence of the recreation center next door will require extra security and safety measures. Finally, they had to relocate all of the existing on-site utility lines.
- Soft costs – This is a very small project for Low Income Housing Tax Credit financing.
- Land cost/unit – BHP is donating the land, and its value is supported by an appraisal.
- PUPA – This is based on BHP’s experience managing 4 other tax credit properties and one other property with an elevator. It also includes about \$209 PUPA for tenant services, which includes RTD Eco Passes & City Parks Passes for all residents.
- Tax Credit Sales Price – This is high, but is supported by a letter from U. S. Bancorp.

Other Projects Funded in Boulder County since 3/08:

- 3/08 – Thistle/Cannery Apts., grant \$750,000
- 1/09 – Long’s Peak Energy Conservation, grant \$250,000

Other project funded for BHP since 3/08: none

Boulder County AMI: \$85,000

Staff Recommendation: Full Funding

Date of Meeting: March 10, 2009

Anarde		Rosser	
Gregory		Lucero	
Hatcher		Weitkunat	

Project Name: Broadway West Community
Date: 3/5/2009
Applicant: Boulder Housing Partners
Spreadsheet Version: 2/09 PCMTg LIHTC Carryforward

PAGE #1
Operating Proforma

Spreadsheet directions are to the right ---->

BEP = Break Even Point	Project Debt Coverage Ratio
Poss D/S @ 1.1 DCR = Possible Debt Service at a 1.1 Debt Coverage Ratio	

**William Simpson
Silvercliffs Apartments**

Project Number: 09-049

Project Manager & Address: William Simpson
Sleeping Indian LLC
328 Riverview Court
Canon City, CO 80212
(303) 887-0986
wsimpson53@msn.com

Sharon McKinsey, Regional Housing Development Director
Upper Arkansas Area Development Corporation (UAADC)
3224 Independence Road / P. O. Box 510
Cañon City, CO 81215-0510
(719) 269-7687
(719) 275-2907 Fax
housing@uaacog.com

Project Address: Lots 1-16, Block 188, Silver Cliff, CO

Project Description: Custer County requests a CDBG grant of \$238,000 for the acquisition of a site for a new rental housing development in Silver Cliff. Custer County would grant the funds to the Upper Arkansas Area Development Corporation (UAADC), and UAADC would lend the funds to the project developer, Sleeping Indian LLC. This loan would be secured by the property, in first position, at 0% interest for 40 years. UAADC would receive loan payments and, as program income, would reinvest them in future CDBG-eligible affordable housing projects. Silvercliffs Apartments will be factory-built, and a mix of single-family and duplex units. There will be a total of 16 units with a mix of 1, 2, & 3 bedrooms; affordable at 30%, 40%, 50% & 60% AMI as shown in the following chart:

AFFORDABILITY

<u>Type of Units</u>	<u># of Units</u>	<u>Income of Beneficiaries</u> (4-person households in Custer County)
<u>CDOH CDBG-Assisted Units</u> (1) 2BR, (1) 3BR	2	≤ 50% of AMI (\$26,950)
<u>Other Affordable Units</u> (1) 1BR, (1) 2BR, (1) 3BR	3	≤ 30% of AMI (\$16,150)
(1) 1BR, (1) 2BR, (3) 3BR	5	≤ 40% of AMI (\$21,560)
(2) 1BR, (1) 2BR, (2) 3BR	5	≤ 50% of AMI (\$26,950)
<u>Employee (1)</u> (1) 2BR	1	≤ 60% of AMI (\$32,340)
<u>Total Units</u>	16	

PROGRAM BUDGET

Project Activities	Total Project Cost	State Funds Requested	Other Funds	Source	Status
Land Acquisition	238,000	237,000	1,000	LIHTC Equity	committed
Due Diligence	14,500		14,500	LIHTC Equity	committed
Off Site Infrastructure	20,000		20,000	LIHTC Equity	committed
On Site Infrastructure	300,000		300,000	LIHTC Equity	committed
Construction	1,591,942		1,591,942	LIHTC Equity	committed
Contingency	186,942		186,942	LIHTC Equity	committed
Appliances	36,000		36,000	LIHTC Equity	committed
Architect & Engineering	127,000		127,000	LIHTC Equity	committed
Construction Loan Costs	150,000		150,000	LIHTC Equity	committed
Attorney	75,000		59,714	LIHTC Equity	committed
			15,286	Deferred Dev. Fee	committed
Tax Credit Fees	28,180		28,180	Deferred Dev. Fee	committed
Developer Fee	374,000		96,534	Deferred Dev. Fee	committed
			277,466	Owner Equity	committed
Operating Reserve	30,000		30,000	Owner Equity	committed
CDOH Contingency	1,000	1,000	0		committed
Totals	3,172,564	238,000	2,934,564		

PROJECT ASSESSMENT FOR Rental New Construction

Criteria	Project Data		CDOH Range
Building Cost			
Cost/Unit/Sq. Ft.	\$198,285 /Unit	\$200.74 /SF	\$135 to \$205
Hard Cost/Unit/Sq. Ft.	\$133,430 /Unit	\$135.09 /SF	\$105 to \$160
Soft Cost/Unit/Sq. Ft.	\$49,980 /Unit	\$50.60 /SF	\$25 to \$40
Land Cost/unit	\$14,875 /Unit		\$10,000 to \$18,000
Hard/Soft Cost	73% Hard	27% Soft	
Cost Effectiveness Rating			
CDOH subsidy/unit	\$14,875		\$4,000 to \$10,000
Annual Cost/Person & Rating	\$1,511	#6 40 yrs	1 to 10 Scale
Externality Rating		#4	1 to 10 Scale
Rent Savings Rating	18%	#4 based on FMRs	1 to 10 Scale
Financial Leveraging Rating	12	#10	1 to 10 Scale
Composite Score		24	1 to 40 Scale
Operating Cost			
PUPA	4,956 inc. tenant utilities		\$3,700 to \$4,700
Annual Replacement Reserve	300		\$300 (\$250 for seniors)
Debt Coverage Ratio	3.13		1.10 to 1.20
Capitalized Operating Reserve	30,000	4.22 mo.	4 months debt & operating
Financial Commitments			
Terms of Primary Financing	0.0%	40 years	
P.V. Tax Credits	0.74		\$.75 to .85
Other Criteria			
Fully Accessible Units	#1 / 6%		5% of Units Encouraged
Visitable Units	#1 / 6%		All units Encouraged
Energy Star Units	All 16 units		Units Have Minimum 80 HERS Rating or equivalent
Water Efficient Landscape	Yes		Denver Water Board Recommendation
30% AMI Units	#3 / 18.8%		5% of Units Encouraged
CDOH requirements			
Priority	High Growth		
CDOH Eligibility Criteria	CDBG, HDG		

Comments:

- **Management Capacity**

Pro:

1. Sleeping Indian LLC has acted as general partner, developer, general contractor and property manager for 9 other small rural tax credit projects in Canon City, Pueblo West, Poncha Springs and Lamar. It is managed by Bill Simpson, who also has many years of experience as a development consultant, formerly with the National Development Council.
2. UAADC is a CHDO, and just started its first for-sale development project in Canon City (Prairie Sage). It is part of the Upper Arkansas Area Council of Governments (UAACOG), which has run a Mutual Self-Help housing program since 1999, a Single Family Owner-Occupied Rehab program since 1987, and a regional Section 8 program since 1984. UAACOG also provides homebuyer counseling and has a small down payment assistance loan program.

Con: None.

- **Public/Private Commitment**

Pro: Custer County is sponsoring this application, and the Town of Silver Cliff wrote a letter of support. Custer County also has an all-volunteer Affordable Housing Task Force.*Con:* None of the local governments has funding available to contribute to this project.

- **Market Demand**

Pro:

1. The UAACOG commissioned a Housing Needs Assessment for Lake, Fremont and Custer Counties, and it was completed in May 2008. It demonstrates the need for 237 affordable housing units to keep up with demand through 2015, primarily driven by job growth & the need to replace retiring workers.
2. The market study was updated in February 2009, and it supports the project. This will be the first tax credit project in Custer County, and only the second affordable housing complex (the first is a 14-unit RD Section 515 with 6 on the waitlist).
3. UAACOG's Section 8 program has 12 vouchers set aside for Custer County, but only 8 are currently in use in the area. It is very difficult for their clients to find rentals that meet the minimum Housing Quality Standards (HQS), rent under the Fair Market Rent (FMR) and will accept a voucher.
4. The proposed 50% AMI, 1-bedroom rent is equal to the average market rent, and the 2-bedroom rent is 6% below the average market rent. There are no 3-bedroom apartment units in the area, only single-family rentals. The proposed rents for the 3-bedroom units are 18% below the average rent for single-family rentals in the area.

Con: None.**Explain Variances from ranges:**

- Soft costs are above the range because this is a very small project for tax credits.
- The CDOH subsidy per unit is high, but there are no local funding resources and these funds will be re-used for new affordable housing projects as the first mortgage loan on the property is paid off to UAADC.

- The PUPA is high, but includes all tenant utilities.
- The Debt Coverage Ratio for the first year is very high, but the attached 15-year proforma shows it dropping steadily. It also shows that the project will not generate enough cash flow to pay off the deferred developer's fee note, so (to the extent these projections hold true) Sleeping Indian LLC may have to make an additional equity investment in the project.

Other projects funded in Custer County since 3/08: none.

Other projects funded for UAADC/UAACOG since 3/08:

- | | |
|--|-----------|
| • 4/08 – UAADC/CHDO-CBDO Operating Funds | \$78,050 |
| • 6/08 – UAADC/Prairie Sage Subdivision | \$372,080 |
| • 7/08 – UAACOG/Rehabilitation Program | \$171,350 |

Custer County AMI: \$49,600

Staff Recommendation: Full Funding, conditioned on CHFA
not waiting their monitoring requirements. **Date of Meeting:** March 10, 2009

Anarde		Rosser	
Gregory		Lucero	
Hatcher		Weitkunat	

COLORADO DIVISION OF HOUSING * HOUSING DEVELOPMENT ANALYSIS SPREADSHEET

Project Name:

Silvercliffs

Spreadsheet directions are to the right

Date:

3/5/2009

Applicant:

Custer County for UAADC & William Simpson

PAGE #1

Spreadsheet Version:

PCMtg

Operating Proforma

STABILIZED FIRST YEAR INCOME						EXPENSES	
	% AMI	#of units	Sq. Ft.	Monthly Rent	Total Annual Rent	Administrative Expenses	
					0	Management Fee	12,000
1br 1ba	30%	1	650	303	3,636	On-site Personnel Payroll	
2br 2ba	30%	1	840	363	4,356	Health Ins. & Benefits	
3br 2ba	30%	1	1124	420	5,040	Legal & Accounting	6,000
					0	Advertising	600
1br 1ba	40%	1	650	404	4,848	Office Supplies	600
2br 2ba	40%	1	1124	485	5,820	Telephone	
3br 2ba	40%	3	1124	560	20,160	Audit	
					0	Other	
1br 1ba	50%	2	650	505	12,120	Total Administrative Expenses	19,200
2br 2ba	50%	2	1124	606	14,544	Operating Expenses	
3br 2ba	50%	3	1124	700	25,200	Utilities (owner paid)	25,200
						Trash Removal	1,600
2br 2ba	Mgr/60%	1	1124	800	9,600	Fire & Liability Insurance	6,600
					0	Other	
					0	Total Operating Expenses	33,400
	Total units	16	Total Rent Income		105,324	Maintenance	
	Total sq ft	15,804				Maintenance	
	Parking Income					Repairs	10,300
	Laundry Income					Grounds (inc. snow removal)	5,000
	Other Income					Other	
	Total Income				105,324	Total Maintenance	15,300
	Vac. Rate	0.07	Less Vacancy		-7,373	Real Estate Taxes	6,600
	Effective Gross Income				97,951	Operating Reserve	
						Replacement Reserve	4,800
	DEBT SERVICE					TOTAL ANNUAL EXPENSES	79,300
	1st Mortgage				(5,950)	NET OPERATING INCOME	18,651
	2nd Mortgage				0	P.U.P.A. Expenses *	4,956
	3rd Mortgage				0	* P.U.P.A = Per Unit Per Annum Expenses	
	TOTAL DEBT SERVICE				(5,950)		
	BEP	80.94%	Poss D/S @ 1.1 DCR		16,956	*Note:	
	BEP = Break Even Point		Project Debt Coverage Ratio		3.135		
	Poss D/S @ 1.1 DCR = Possible Debt Service at a 1.1 Debt Coverage Ratio						
						# Units	% Units
						1br	4 25.0%
						2br	5 31.3%
						3br	7 43.8%

	# Units	% Units
1br	4	25.0%
2br	5	31.3%
3br	7	43.8%
	16	100.0%

	# Units	% Units
30%	3	18.8%
40%	5	31.3%
50%	7	43.8%
60%	1	6.3%
	16	100.0%

**Town of Breckenridge
Valley Brook Subdivision**

Project Number: 09-050

Project Manager & Address:

Laurie Best, Planner
Town of Breckenridge
P.O. Box 168
Breckenridge, CO 80424
970-547-3112
Fax: 970-547-3132
laurieb@townofbreckenridge.com

Project Photo:



Project Address: Corner of Airport Road and Valley Brook Road, Breckenridge

Project Description: The Town of Breckenridge requests a grant of \$750,000 to assist with the infrastructure costs for the Valley Brook Subdivision in Breckenridge, Summit County. The 4.4 acre vacant land is owned by the Town and will be donated to Mercy Housing Colorado, who was selected to be the Developer of the homes. The Valley Brook subdivision will provide workforce housing for a total of 42 homeowners, of which 22 homes will be priced at or below 80% AMI and 20 homes will be priced at or below 120% AMI. There is a mixture of 2 and 3 bedroom floor plans available at both levels of affordability. The Summit Combined Housing Authority will market the homes, provide home buyer education classes, and monitor the ongoing Deed Restrictions. All 42 homes will be permanently affordable (for 99 years).

AFFORDABILITY

<u>Type of Units</u>	<u># of Units</u>	<u>Income of Beneficiaries</u> (4-person households in Summit County)
<u>CDOH CDBG-Assisted Units</u> (14) 2BR, (8) 3BR	22	≤ 80% of AMI (\$61,500)
<u>Other Affordable Units</u> (14) 2BR, (6) 3BR	20	≤ 120% of AMI (\$97,560)
<u>Total Units</u>	42	

PROGRAM BUDGET

Project Activities	Total Project Cost	State Funds Requested	Other Funds	Source	Status
Land Value	3,000,000		3,000,000	Town of Breckenridge (TOB) Donation	Committed
Appraisal & Market Study	12,200		12,200	Predevelopment Loan	Committed
Soils Tests & Surveys	23,793		23,793	Predevelopment Loan	Committed
Building Permit Fees, Water and Sewer Tap Fees	920,000		250,000 670,000	TOB Fee Waiver Breckenridge Sanitation District Fee Waiver / Discount	Committed Pending
Off-Site and On-Site Infrastructure Costs	1,508,739	749,000	750,000 9,739	DOLA Energy Impact Assistance Fund Construction Loan	Pending Pending
Construction & Landscaping	7,516,607		2,286,590 5,230,017	TOB Contribution Construction Loan	Committed Pending
Contingencies	938,746		938,746	Construction Loan	Pending
Architect & Engineering	484,101		48,000 436,101	Energy Outreach CO Predevelopment Loan	Committed Committed
Interim Financing Costs	432,413		432,413	Construction Loan	Pending
Attorney Fees, Audit	27,615		27,615	Construction Loan	Pending
HOA Reserve Funding	31,500		31,500	Construction Loan	Pending
Developer's Fee	850,000		850,000	Sales Proceeds	Pending
Marketing Materials	50,000		50,000	Construction Loan	Pending
Project Management	150,000		150,000	Construction Loan	Pending
Consultants	44,061		44,061	Predevelopment Loan	Committed
CDOH Contingency	1,000	1,000			
TOTALS	\$15,989,775	\$750,000	\$15,239,775		

PROJECT ASSESSMENT FOR HOMEOWNERSHIP/SUBDIVISION DEVELOPMENT

Criteria	Project Data	DOH Range
Market Area Summary		
No. of affordable homes for sale	206 homes below \$300,000 (Avg. 615 sq. ft. 1 bedroom / 1 bath condos)	
Average price of homes for sale	2008 – Avg. SF \$835,803; Avg. MF \$463,633	
Development Cost		
Cost/Unit/Sq. Ft.	\$380,709/unit \$310/SF	\$120 to \$180
Hard Cost/Unit/Sq. Ft.	\$248,021/unit \$202/SF	\$95 to \$140
Soft Cost/Unit/Sq. Ft.	\$61,260/unit \$50/SF	\$25 to \$40
Land Cost/Unit	\$71,429/unit	\$10,000 to \$18,000
Hard/Soft Cost	80% Hard 20% Soft	
Onsite Infrastructure Cost/Unit	\$35,922/unit	
DOH Subsidy/Unit	\$17,857/unit	\$4,000 to \$10,000
Unit Purchase Price	(≤ 80% AMI) 2 bdrm - \$151,257 3 bdrm - \$173,684 (≤ 120% AMI) 2 bdrm \$252,596 3 bdrm \$286,237	FHA Limit for Market for High Cost Area is \$729,750
Mortgage Term		
Source	Conventional / FHA	
Mortgage terms & rates	7% fixed, 30 year amortization, 95% LTV	
Homebuyers Equity	Assume 5% (\$7,563 - \$8,684 for 80% AMI) Assume 5% (\$12,630 - \$14,312 for 120% AMI)	1% or \$1,000
Qualifying Mortgage @ 95% LTV	\$143,694 - \$165,000 (for 80% AMI)	80% of AMI income
Other Criteria		
Fully Accessible Units	2 / 5%	5% of Units Encouraged
Visitable Units	6 / 14%	All units Encouraged
Energy Star Units	All 42 units will meet LEED certification standards	Units Have Minimum 80 HERS Rating or equivalent
Water Efficient Landscape	Yes	Denver Water Board Recommendation
DOH Priority		
Priority	High growth area	
CDOH Funding Eligibility	CDBG, HOME, HDG	

Comments:

- **Management Capacity**

Pro:

1. The Town of Breckenridge (TOB) has experience with the reporting requirements of various grants from Federal funding sources. Mercy Housing Colorado (MHC) is familiar with Davis Bacon wage requirements and DOH reporting.
2. MHC has over 25 years experience developing and managing affordable housing in various parts of the state. Mercy Housing, Inc. has developed nearly 19,000 homes nationally, 31 percent in homeownership.
3. The Summit Combined Housing Authority (SCHA) currently markets all affordable housing units in Summit County under an Intergovernmental Agreement with the four towns of Breckenridge, Dillon, Frisco and Silverthorne. SCHA also provides monitoring of Deed Restrictions and income-qualification for homebuyers. They provide CHFA-approved certified homebuyer education classes.

Con: None.

- **Public/Private Commitment**

Pro:

1. TOB has donated the land for this development (valued at \$3,000,000) and will waive permit fees, impact fees and water tap fees of \$250,000 for the 42 homes built at Valley Brook. TOB will also provide contractors with sales tax exemption on materials used in construction. TOB is negotiating a waiver of the sewer tap fees (\$670,000) with the Breckenridge Sanitation District.
2. TOB has applied for an Energy Impact Assistance Fund (EIAF) grant from DOLA, Division of Local Governments for \$750,000. This request will be presented to the EIAF Review Committee on March 20, 2009.
3. MHC received a grant of \$48,000 from Energy Outreach Colorado for energy upgrades.
4. SCHA will provide their services to market the homes, provide homebuyer education and income qualification, and manage the contracting/closing process for a sales commission of 3%. This is part of a 6% cost of sales which is deducted from sales proceeds.

Con: None.

- **Market Demand**

Pro:

1. According to information contained in the 2006 Town of Breckenridge Housing Needs Assessment, the 2007 Summit County Housing Demand Analysis, and the June 2008 Market Study for this project prepared by Rees Consulting, over 900 housing units will be needed for year-round employee housing by 2011.
2. As of June 2008, there were 4 homes listed in MLS priced below \$173,417 (which would be affordable to households below 80% AMI) and 20 homes priced below \$298,271 (affordable to households below 120% AMI).
3. Market demand for the 4 homes was estimated at 140 households and the demand for the 20 homes was 634 households. Valley Brook's capture rate is estimated to be approximately 4%.

4. TOB adopted a Workforce Housing Action Plan in 2008 to provide 900 additional units of workforce housing by the time the Town reaches buildout which is expected to occur between 2011 and 2015 (most likely 2013). Approximately 425 of those 900 units were identified to fall within the 60% - 120% AMI price range. This project is the first phase of projects that will move them towards meeting that goal.
5. SCHA has a list of over 100 interested prospective buyers for homes at Valley Brook and has already received 10 applications. They anticipate beginning to take reservation agreements in May.

Con:

1. Given the current mortgage lending market, some home buyers may have difficulty in qualifying for mortgages.

Explain Variances from ranges:

- The Land Cost, Hard Costs, Soft Costs and DOH Subsidy are all higher than the DOH ranges due to the high cost of land, construction costs, and the overall high cost of developing housing in mountain resort communities.

Other projects funded in Summit County since 2/08:

- Summit Combined Housing Authority, DPA grant, 9/08 \$45,960

Other projects funded for Town of Breckenridge since 2/08:

None

Summit County AMI: \$81,300

Staff Recommendation: Full Funding

Date of Meeting: March 10, 2009

Anarde		Rosser	
Gregory		Lucero	
Hatcher		Weitkunat	

**Colorado Housing Assistance Council
HERO Alliance Home Buyer Program**

Project Number: 09-045

Project Manager & Address: Michelle Mitchell, President
Colorado Housing Assistance Corp. (CHAC)
670 Santa Fe Drive
Denver, CO 80204
303-572-9445
fx: 303-573-9214
mmitchell0@aol.com

Project Address: Various – Statewide Program

Project Description: The Colorado Housing Assistance Council (CHAC) requests a grant of \$500,000 for their on-going statewide down payment assistance for people with disabilities. CHAC operates this program for the HERO Alliance, a statewide collaboration of funding sources and service providers. Potential homeowners receive housing counseling and assistance in order to secure low-interest mortgages from Rural Development, CHFA, and banks. This grant would assist 60 households who are at or below 80% AMI.

PROGRAM BUDGET

Program Activities	Total Program Cost	State Funds Requested	Other Funds	Source	Status
Down Payment Assistance Loans	\$1,260,000	\$450,000	\$600,000 \$210,000	CHFA Second Mortgages FHLBB	Committed Committed
1 st Mortgages (estimated)	\$4,759,200		\$2,400,000 \$1,512,000 \$847,200	CHFA USDA RD Other Lenders	Pending Pending Pending
Closing Costs	\$45,000		\$45,000	Buyer Contribution	Committed
Project Administration	\$82,380	\$50,000	\$32,380	Fundraising	Committed
Home Buyer Counseling	\$3,000		\$3,000	CHFA	Committed
Totals	\$6,149,580	\$500,000	\$5,649,580		

PROJECT ASSESSMENT FOR DOWNPAYMENT ASSISTANCE

Criteria	Project Data	DOH Range
Down Payment Financing		
Value of Current Loan Portfolio	\$2,380,000	
Total # of Loans in Portfolio	382	
# of Deferred Loans in Portfolio	382	
Value of Loans Deferred until Sale or Transfer	\$2,380,000	Up to 50% (100% can be deferred up to 5 yrs)
Annual Program Income	\$15,000	
Total # of New Loans	60	
New Loans from Program Income	0	
New Loans from CDOH Grant	60	
Homebuyers Equity	\$750	\$500 minimum
Maximum CDOH Loan Amount	\$7,500	4.5% - 8.5% of FHA Limit
Loan Terms & Rates	1.5%, 30years, deferred	
Market		
Qualifying Household Income	Varies throughout the state \$29,624-\$58,535	50%-80% AMI, 4 people
# of Affordable Homes For Sale	500 + at or below \$190,000	Affordable at 80% AMI
Average price of homes for sale	\$100,000	
Max. Purchase Price of Homes	\$120,000 - \$190,000	95% of FHA Limit
# of Applicants on Waiting List	No waiting list	
Geographic Distribution of Projects vs. Population	80% various metro 20% various non-metro	
Program Operations		
Administrative Cost/New Loan	\$1,373	\$300 – 500 per new loan or actual admin cost
CDOH Funding Eligibility	HOME, HDG	

Staff Allocation Plan

Please see attached Staff Allocation Plan.

Comments:

- **Management Capacity**

Pro:

1. The Colorado Housing Assistance Council has provided down payment assistance and

home buyer counseling for over 20 years and has completed over 7,000 loans for home ownership.

2. The Hero Alliance down payment program was established in 1994 and has assisted approximately 425 individuals with disabilities in purchasing homes with less than a 2% delinquency rate and less than a 1% foreclosure rate.
3. CHAC has completed several CDOH contracts for this program with no findings or monitoring issues.

Con: None.

- **Public/Private Commitment**

Pro:

1. This program receives financial support from Adams County, the Cities of Aurora, Colorado Springs, Pueblo, Federal Home Loan Bank Board, U.S. Housing and Urban Development, Rural Development, and the Colorado Housing and Finance Authority (CHFA).
2. The Colorado Division of Housing and the Colorado Division Department of Human Services Supportive Housing and Homeless Programs and other local housing authorities provide home ownership opportunities for the disabled through their Section 8 voucher programs.
3. Local non-profits in several communities provide new construction and rehabilitated properties at below-market pricing to individuals in this program.

Con:

1. Currently, the CHFA HOME Access Mortgage product is not available (as of 2/09). This program provided 3% first mortgage funding and has been used for up to 50% of the individuals in this program. CHAC indicates that other first mortgage funds remain available at interest rates between 4.5% - 5.5%.

- **Market Demand**

Pro:

1. In the last year, CHAC has closed an average of six (6) loans a month and has averaged twenty (20) individuals a month at their home ownership workshops.
2. Properties purchased range from primarily condominiums in the metro areas and resort communities and single-family homes in rural areas.

Con: None

Explain Variances From Ranges:

1. Program Income: The target population cannot afford to pay back second mortgages, so repayment is deferred until after the first mortgage is paid. Therefore there is no program income unless a home is sold.
2. Homebuyer Equity: People will lose social security disability benefits if they save \$2,000 or earn \$700 per month. Therefore the minimum equity is only \$750, instead of \$1,000 or 1%. If a buyer's assets exceed \$20,000, then they must use 20% of them for down payment.

Other Colorado Housing Assistance Council funded projects since 3/08:

- None.

Other Projects funded Statewide since 3/08:

- None.

Statewide AMI: \$59,091

Staff Recommendation: Partial funding of \$292,000 to continue this program through September 2009 and assist in aligning this program with the new CDOH funding cycles.

Date of Meeting: March 10, 2009

Anarde		Rosser	
Gregory		Lucero	
Hatcher		Weitkunat	

Project Name:	Home Ownership for People with Disabilities	Spreadsheet directions are to the right ----->
Date:	1/27/2009	NOT REQUIRED FOR DEVELOPMENT PROJECTS
Applicant:	CHAC	Page #6
Spreadsheet Version:	0	Sample Staff Allocation Plan

Project Name:	Home Ownership for People with Disabilities	Spreadsheet directions are to the right ----->
Date:	1/27/2009	NOT REQUIRED FOR DEVELOPMENT PROJECTS
Applicant:	CHAC	Page #6
Spreadsheet Version:	0	Sample Staff Allocation Plan

**Brothers Redevelopment, Inc.
Foreclosure Hotline**

Project Number: 09-051

Project Manager & Address: Stephanie Riggi
Hotline Manager
Brothers Redevelopment, Inc.
2250 Eaton Street / Garden Level B
Edgewater, CO 80214
303-202-6340 x4230
Stephanie@brothersredevelopment.org

Project Photo:



Project Address: 2250 Eaton Street, Garden Level B, Edgewater, CO 80214

Project Description: Brothers Redevelopment, Inc (BRI) is requesting \$188,451 to provide operating costs for the Colorado Foreclosure Hotline. BRI was the successful bidder for the original Hotline call center contract executed in 2007. The Foreclosure Hotline is a referral service that directs homeowners within a network of over 25 HUD-approved housing counseling agencies. The individual agencies provide 1-on-1 counseling to households that are at risk for foreclosure throughout the state. The funding will provide for Hotline telephony services and for the four-person staff that presently runs the Hotline and monitors counseling outcomes in the state.

The funding is to be allocated out of the \$500,000 in funds recently granted to the Division of Housing by the Colorado Attorney General's office. The \$500,000 was granted out of a 6 million dollar settlement resulting from a series of lawsuits against Countrywide Mortgage. The funds will help ensure that the Hotline will continue to function and be available to the public, free of charge, for the next year.

PROGRAM BUDGET

Project Activities	Total Project Cost	State Funds Requested	Other Funds	Source	Status
Project Costs					
Housing Counselors	1,700,000		1,700,000	National Foreclosure Mitigation Counseling (NFMC)	Committed
Program costs					
Salaries and Benefits	\$ 154,719	\$ 154,719			
Facility Expenses	6,010	6,010			
Communication Expenses	18,184	18,184			
Office Expenses	5,728	5,728			
Business Expenses	3,310	3,310			
CDOH Contingency	500	500			
Totals	1,888,451	188,451	1,700,000		

STAFF ALLOCATION PLAN

Staff Position	Total Salary & Fringe	% of Time Foreclosure Prevention Hotline	% of Time BRI Housing Counselor	% of Time TOTAL
Hotline Manager		100%		100%
Bilingual Services Manager		50%	50%	100%
Partner Agency Relations		75%	25%	100%
Marketing & Outreach		100%		100%
Totals	\$ 154,719			

Comments:

- Management Capacity**

Pro: BRI has managed the Foreclosure Hotline since 2006 and has received over 60,000 phone calls. Of these calls, almost 12,000 (or 20%) of the callers have participated in housing counseling. Of those households who have completed housing counseling, 80% have achieved successful outcomes in preventing foreclosure (through modification of loan terms, refinance, short sales and deed-in-lieu

transactions).

There has been a decrease in foreclosures statewide, partially due to the early intervention of counseling to notify homeowners of various workout options.

Con: None.

- **Public/Private Commitment**

Pro: Funders of the Foreclosure Prevention Task Force Network have included public sources such as the City and County of Denver and previous awards from CDOH. Private sources of funding have included Colorado Association of Realtors, JP Morgan Chase, Fannie Mae, Freddie Mac, US Bank, Colorado Mortgage Lenders Association, Land Title Guarantee, CHFA, Aurora Loan Services, Vectra Bank, Bank of the West, National Association of Realtors, Citi, Chase, GMAC and individual donations. These funds were leveraged for housing counseling and administrative expenses of HUD-approved counseling agencies.

Con: Due in part to current economic downturn, Network funders are directing their resources to the direct services (i.e. housing counseling) rather than toward operating expenses of the Hotline.

- **Market Demand**

Pro: From 2007-2008, there was a 28% increase in call volume of the Hotline. Pending legislation is anticipated to increase call volume for 2009.

Con: None.

Explain Variances from ranges:

- None

Other projects funded Statewide since 3/08:

- None

Other projects funded for Brothers Redevelopment, Inc. since 3/08:

- None

Statewide AMI: \$59,091.

Staff Recommendation: Full Funding

Date of Meeting: March 10, 2009

Anarde		Rosser	
Gregory		Lucero	
Hatcher		Weitkunat	

SHB Budget Reports					
Month of: March 10, 2009					
HOME PROGRAM FUNDING					
	COFRS	IDIS	COFRS	COFRS	
HOME REGULAR FUNDS	Regular Funds	CHDO Oper	CHDO Reserv.	PI	
Previous Monies Carried Forward	\$172,327.73	\$0.00	\$0.00	\$369,319.74	Will deobligate \$211,320 from contract #06-068C and #06-017
2008 Award (4/01/2008 - 3/31/2009)	\$5,083,966.00	\$363,140.00	\$1,089,422.00	\$0.00	
2008 ADDI (4/01/2008 - 3/31/2009)	\$55,203.00	0	0	\$0.00	
Revenue Collected this period	\$0.00	0	0	\$1,848.00	
10% Admin. Fee	\$0.00	0	0	\$1,848.00	
Accumulated Admin. Fee Retained	\$0.00	0	0	\$25,911.37	
Beginning Balance	\$5,311,496.73	\$363,140.00	\$1,089,422.00	\$345,256.37	
Projects funded prior to 03/10/09	\$3,911,734.76	\$362,745.24	\$1,055,594.00	\$112,054.00	
TOTAL FUNDS BALANCE	\$1,399,761.97	\$394.76	\$33,828.00	\$233,202.37	
Proj. going before SHB 03/10/09	\$517,000.00	\$0.00	\$0.00	\$225,000.00	
Available funds for future projects	\$882,761.97	\$394.76	\$33,828.00	\$8,202.37	
Pipeline amount	\$0.00	\$0.00	\$0.00	\$0.00	
CDBG PROGRAM FUNDING					
	COFRS/IDIS				
CDBG PROJECT FUNDS - HOUSING	CDOH				
Previous Monies Carried Forward	\$6,862,388.68				
2008 Award (4/01/2008 - 3/31/2009)	\$3,376,642.00				
Beginning Balance	\$10,239,030.68				
Projects funded prior to 03/10/09	\$7,538,278.21				
TOTAL CDBG FUNDS BALANCE	\$2,700,752.47				
Proj. going before SHB 03/10/09	\$1,164,260.00				
Available funds for future projects	\$1,536,492.47				
Pipeline amount	\$0.00				
STATE FUNDING					
	COFRS	COFRS			
HDG 291 & RLF Home Investment Trust	HDG	RLF			
Previous Monies Carried Forward	\$0.00	\$1,520.00			
2008 Award (4/01/2008 - 3/31/2009)	\$2,225,000.00	\$0.00			
Existing Balance in Fund		\$1,908,633.54			
Beginning Balance	\$2,225,000.00	\$1,910,153.54			
Projects funded prior to 03/10/09	\$2,225,000.00	\$245,444.00			
TOTAL HDG FUNDS BALANCE	\$0.00	\$1,664,709.54			
Proj. going before SHB 03/10/09	\$0.00	\$0.00			
Available funds for future projects	\$0.00	\$1,664,709.54			
Pipeline amount	\$0.00	\$0.00			
EIAF FUND					
	COFRS				
EIAF FUND	DLG				
Previous Monies Rollover	\$1,350,000.00				
2008 Award (4/01/2008 - 3/31/2009)	\$40,000.00				
Beginning Balance	\$1,390,000.00				
Projects funded prior to 03/10/09	\$1,390,000.00				
TOTAL EIAF FUNDS BALANCE	\$0.00				
Proj. going before SHB 03/10/09	\$0.00				
Available funds for future projects	\$0.00				
Pipeline amount	\$0.00				

SHB Budget Reports					
Month of: March 10, 2009					
FORECLOSURE PREVENTION FUND					
		COFRS	COFRS		
Foreclosure Prevention		OUTREACH	HOTLINE		
Previous Monies Carried Forward		\$0.00	\$34,500.00		
Additional Donation		\$0.00	\$20,000.00		
2008 Award (4/01/2008 - 3/31/2009)		\$100,000.00	\$500,000.00		
Beginning Balance		\$100,000.00	\$554,500.00		
Projects funded prior to 03/10/09		\$100,000.00	\$0.00		
TOTAL FPO FUNDS BALANCE		\$0.00	\$554,500.00		
Proj. going before SHB 03/10/09		\$0.00	\$188,451.00		
Available funds for future projects		\$0.00	\$366,049.00		
Pipeline amount		\$0.00	\$0.00		
NEIGHBORHOOD STABILIZATION FUND (NSP)					
		COFRS	COFRS		
CDBG - Neighborhood Stabilization Program		GRANTS	ADMIN		
2008 Award (STATE)		\$34,013,566.00	\$3,791,855.00		
2008 Award (COLORADO SPRINGS)		\$3,904,989.00	\$0.00		
Beginning Balance		\$37,918,555.00	\$3,791,855.00		
Projects funded prior to 03/10/09		\$0.00	\$0.00		
TOTAL NSP GRANTS FUNDS BALANCE		\$37,918,555.00	\$3,791,855.00		
Proj. going before SHB 03/10/09		\$0.00	\$0.00		
Available funds for future projects		\$37,918,555.00	\$3,791,855.00		
Pipeline amount		\$0.00	\$0.00		

STATE OF COLORADO

DIVISION OF HOUSING

Kathi Williams, Director



Bill Ritter
Governor

Susan E. Kirkpatrick
Executive Director

MEMORANDUM

TO: Colorado State Housing Board (SHB)
FROM: Teresa Duran, Deputy Director
DATE: March 3, 2009
SUBJECT: Colorado Division of Housing
Housing Choice Voucher Annual Plan

Attached is the Fiscal Year 2010 CDOH Public Housing Agency Annual Plan (Plan) for your review. This Plan provides continued funding for the Housing Choice Voucher Program which assists roughly 2,543 families with an annual budget of roughly eighteen (18) million.

To review accomplishments this year, please reference "Statement of Progress" section of the Plan. The following are some highlights of the Plan:

- Statewide PHA waiting survey resulted in 36,915 families on waiting lists as of January 2009.
- CDOH has 55 families participating in its Homeownership Program.
- CDOH currently has 82 families participating in Family Self Sufficiency (FSS) Program and 182 families have graduated from the FSS program since its inception in 1993.
- CDOH was awarded FSS Coordinator Grant Funding of \$62,000 for 2009.
- CDOH has placed its interactive training on "The Puzzle of Homeownership" on its website, including the Spanish version.

I have also attached to this package, the HUD form 50075 which is the PHA 5-Year Annual Plan template. Please note, the Division of Housing drafts its PHA Annual Plan in a readable format in order to be user friendly to its contractors and to the public.

Autumn Gold and I will be attending the March 10th and April 7th State Housing Board meetings to answer any questions you may have. You may also e-mail me your questions at teresa.duran@state.co.us.

It is hoped that approval of this Plan will take place on April 7th in order to meet the HUD's submission deadline of April 15th.

Thank you in advance for your assistance.

Housing and Urban Development
Office of Public and Indian Housing

COLORADO DIVISION OF HOUSING PHA Plans

5-Year Plan for Fiscal Years 2010 - 2014
Annual Plan for Fiscal Year 2010

Kathi Williams, Director



COLORADO STATE HOUSING BOARD APPROVAL:

PHA Identification Page

PHA Name: Colorado Department of Local Affairs, Division of Housing PHA Code: CO911

PHA Type: Housing Choice Voucher (Section 8) Streamlined Plan

PHA Fiscal Year Beginning: For the Period of July, 1 2009 to June 30, 2010

Inventory: Number of HCV units: 2543

Submission Type : Annual Plan Only

Public Access to Information:

Information regarding any activities outlined in this plan can be obtained by contacting the main administrative office of the PHA and/or the DOH contractors listed within this plan. The PHA Plan can also be viewed at:

<http://dola.colorado.gov/cdh/index.html>

PHA Plan Supporting Documents are available for inspection at the main business office of the PHA at:

Colorado Division of Housing
Teresa Duran, Deputy Director
1313 Sherman Street, Room 518
Denver, CO 80203
(303) 866-2033
(303) 866-4077 Fax

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Attachment D – Certification for a Drug-Free Workplace
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Supporting Documents Available for Review

- Division of Housing Administrative Plan
- State of Colorado Consolidated Plan can be viewed at: <http://dola.colorado.gov/cdh/index.html>
- Division of Housing Vacancy Study
- PHA Legal Authority Opinion
- Department of Local Affairs Budget Narrative
- PHA Certifications of Compliance with the PHA Plans and Related Regulations
- CDOH Homeownership Plan
- FSS Action Plans for various locations in the state
- State of Colorado Fiscal Audit can be viewed at:
www.state.co.us/gov_dir/audit_dir/backgrnd/reports.html

1. Executive Summary

CDOH currently administers 2,543 vouchers in 48 counties statewide. CDOH must comply with requirements of the U.S. Department of Housing and Urban Development (HUD) regarding activities as a Public Housing Agency (PHA) including the development of a 5-year PHA Plan and Annual Plan. The Housing Choice Voucher (HCV) program is the federal government's major program for assisting very low-income families, the homeless, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Seventy-five percent of its vouchers are provided to applicants whose incomes do not exceed 30 percent of the area median income.

The Annual Plan provides an outline for the implementation of the HCV Program, including information on current needs from the Consolidated Plan and the makeup of the state's existing waiting list. Each year, the Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission. The statements, budget summary, and policies set forth in the Annual Plan all lead toward accomplishment of our Five-Year Plan goals and objectives. Taken as a whole, they outline a comprehensive approach consistent with the Consolidated Plan. It is also the mission of the CDOH Housing HCV Family Self-Sufficiency and Homeownership programs to promote and provide education and opportunities for families to become economically self-sufficient; end the cycle of assistance; and, to recycle the vouchers to additional families in need.

A household at 30 percent of area median income (\$18,000 per year) can afford to pay \$500 per month (1/3 of income) toward its housing. The statewide average rent in Colorado was \$797 during the fourth quarter of 2008. Statewide, vacancy rates in units serving households at or below 30 percent AMI ranged from 2.2 to 4.2 percent during 2008, and units serving households at or below 50 percent AMI had vacancy rates ranging from 5.7 to 6.7 percent. The large number of foreclosures and tighter credit mean an increase in the demand for rental housing. As households rent longer in order to improve credit and save down-payments, the need for rental housing will grow, pushing down vacancies, and driving up rents over time. This will impact the supply and availability of affordable rental housing in the medium and long term. According to a recent report by the Center for Business and Economic Forecasting (CBEF), area median income in Colorado was \$59,091 in 2008 and renter median income was \$36,310. According to CBEF estimates, in Colorado there are approximately 172,000 renter households at or below 30 percent of area median income which is equal to 50 percent of median renter income, or \$18,000. It is a priority of CDOH to serve households with the highest need at or below 30 percent of area median income (AMI).

Colorado's unemployment rate at the end of December was 6.1% after a steep increase in job loss during the 4th quarter. The number of unemployed workers was 167,600. As unemployment increases it can be expected to drive up the number of foreclosures and the rental vacancy rate, while leading declines in home prices. On any given night there are over 15,000 homeless people in Colorado; most are families with children (Colorado Housing Investment Fund Coalition). According to a study published by the University of Pennsylvania, "the findings suggest not only that homelessness among families has wide effects on family structure, but also that considerable public costs are associated with these effects across public services systems." Colorado's population is aging. The age group with the most dramatic change is those in the 55 – 75 age range reflecting the aging of the "baby boomers." The housing needs of this population will play an increasing role in our economy in years to come. CDOH continues to work to create housing opportunities for other special populations, including those with chronic mental illness, physical disabilities, developmental disabilities, and HIV/AIDS. Most significantly, these populations have limited income and may have a need for special accommodations.

Annually, CDOH conducts a statewide housing survey to assess the number of families on Colorado's PHA waiting lists. The survey, although a snapshot in time, indicates that in January 2009, roughly 36,915 families were waiting for government rental assistance. There is not enough deep-subsidy rental assistance available to the lowest income renters in Colorado. CDOH tries to enhance our customer service by continuously working with staff to employ quality work practices and initiatives in addition to applying for additional HCV funding. CDOH strives to improve the quality of life for the participants in these programs and ensure that only those who are truly qualified continue to be assisted through our efforts to identify and counteract against instances of fraud. In summary, CDOH is continuously working to provide quality affordable housing for extremely low, very low, and low income households in Colorado by operating a high quality housing voucher program.

2. Five Year Annual Plan

Mission:

The mission of the Colorado Department of Local Affairs, Division of Housing (CDOH) is to ensure that Coloradoans live in safe, decent and affordable housing. We do this by helping communities meet their housing goals. In addition to providing adequate and affordable housing, DOH provides family self-sufficiency, economic opportunity and a living environment free from discrimination.

State of Colorado Consolidated Plan

CDOH, in conjunction with the Department of Local Affairs, Division of Local Government, prepares the State of Colorado Consolidated Plan. The State Consolidated Plan is an annual action plan, which identifies CDOH strategies and goals to address the affordable housing needs of Colorado communities. CDOH relies on a number of resources and publications to identify the households most in need of affordable housing in Colorado. These sources include our bi-annual Colorado Division of Housing Multi-family Housing Vacancy and Rent Survey, our annual Housing Colorado Report (both needs and Regulatory Barriers combined), Public Housing Authority Waiting List Survey and Incomes for Colorado and its Regions. Information from these reports is supplemented by data from the Department of Local Affairs demographics section and other outside sources. All of the information referenced above is utilized in preparing the PHA Agency Plan and 5 Year Strategy for the Section 8 Voucher Program.

In addition, CDOH has created a Community Housing Assistance Team, or "CHATS" staff that works one-on-one with agencies and communities throughout Colorado on identifying housing needs, preparing housing plans and strategies, identifying potential housing projects and creating financing packages for new housing units. This team has staff in Denver and in two field offices in Colorado, and maintains a pipeline of potential housing projects throughout the state.

The strategies and action items from the State Consolidated Plan are used as benchmarks to increase the production of affordable housing, to set goals and action items for the Public Housing Agency (PHA) Annual Plan and to develop the individual work objectives of DOH staff to improve program delivery and customer service in the state of Colorado.

STATE OF COLORADO CONSOLIDATED PLAN STRATEGIC GOALS AND OBJECTIVES

Strategic Plan Strategies, Goals, Objectives and Outcomes

Strategy	Priority	HUD Program Goal	HUD Objective	Outcome Statement	Indicator
(1) Preserve the existing supply of affordable rental housing	High	Decent Housing	Availability	Accessibility for the purpose of providing decent housing	# units of existing affordable rental housing preserved
(2) Increase the supply of affordable rental housing to meet community needs	High (except in high-cost areas or for NSP units)	Decent Housing	Affordability	Affordability for the purpose of providing decent housing	# Rental units created in conjunction with NSP Program for populations <50% AMI 51-80% AMI 80-120% AMI
(3) Increase the capacity and stability of local housing and service providers	Medium	Decent Housing	Sustainability	Accessibility for the purpose of providing decent housing	# CHDOs successfully developing projects and add new units to their portfolios
(4) Increase home ownership for low/moderate-income households and minorities	Medium	Decent Housing	Affordability	Affordability for the purpose of providing decent housing	# homeownership opportunities created in conjunction with NSP Program for populations <50% AMI 51-80% AMI 80-120% AMI # of pre-homebuyer counseling
(5) Maintain homeownership for low- and moderate-income households and minorities	Medium	Decent Housing	Availability	Accessibility for the purpose of providing decent housing	# of foreclosures prevented # households receiving foreclosure prevention assistance
(6) Meet community needs for homeless shelter beds and supportive services	Low	Suitable Living Environment	Availability	Accessibility to provide a suitable living environment	# homeless and transitional housing beds
(7) Assist in creating an	Low	Decent	Affordability	Affordability for the	# of special needs units

adequate supply of housing for persons with special needs coupled with services that increase independence		Housing		purpose of providing decent housing	coupled with services # of persons with HIV/AIDS maintaining housing stability
(8) Provide education on housing issues to policy makers and the community at large.	High	Decent Housing	Sustainability	Sustainability for the purpose of providing decent housing	Number of policy-makers attending outreach and training events
(9) Provide financial and technical assistance to businesses to create or retain jobs.	High	Economic Opportunity	Sustainability	Sustainability for the purpose of creating economic opportunities	Number of jobs
(10) Help improve the leadership and governing capacities of Colorado communities.	High	Suitable Living Environment	Sustainability	Sustainability for the purpose of creating suitable living environments	Number of communities represented in training sessions
(11) Help Colorado communities identify, prioritize and address their capital improvement needs.	High	Suitable Living Environment	Sustainability	Sustainability for the purpose of creating suitable living environments	Number of persons served as a result of the public facility improvements or construction

The above goals are fully addressed in the State Consolidated Plan and can be viewed at:

<http://www.dola.colorado.gov/cdh/index.html>

As stated above, CDOH developed its PHA Annual Plan in conjunction with the State Consolidated Plan. Through this effort, the housing needs of low-income Coloradans have been identified and action steps have been implemented to address these needs as indicated in the CDOH Annual Plan strategic goals listed below:

CDOH STATE AGENCY PLAN STRATEGIC GOALS AND ACTION ITEMS

CDOH Strategic Goal: Increase the availability of decent, safe, and affordable housing for families earning 30% of the county Area Median Income (AMI).

Action Items:

- Apply for at least 50 additional rental vouchers annually (when incremental vouchers are available through HUD) so that additional families in the state will have the opportunity to be assisted with rental assistance.

CDOH Strategic Goal: Increase the number of families receiving rental assistance who are disabled, homeless, and/or displaced due to domestic violence or a natural disaster.

Action Items:

- Apply for at least 50 additional special population rental vouchers annually (when available through HUD) for homeless persons with substance abuse, mainstream or special funding for persons with disabilities so that additional families in the state will have the opportunity to be assisted with rental assistance.
- Require DOH contractors to annually implement the CDOH Voucher Program admissions preference for those who are homeless, are victims of domestic violence, or victims of a natural disaster.
- CDOH will respond to a natural disaster within 24 hours of a Governor's Declaration of Disaster.
- CDOH staff will assist in coordinating local emergency housing services with agencies providing rental assistance to eligible families.

CDOH Strategic Goal: Improve the quality and delivery of the Section 8 Rental Assistance program.

Action Items:

- Improve program management by annually reviewing and revising (if needed) the quality control processes in place regarding payments to landlords.
- Annually review and revise policy manuals such as the Administrative Plan, Home Ownership Plan and Agency Plan used to administer the program.
- Annually review and revise factors for monitoring frequency status to better identify contractors at risk of having monitoring findings.
- Annually provide on-site and Internet based training and publications on Section 8 federal funding regulations, HQS inspections, grant management, organizational management and

homeownership design.

- Sponsor two annual DOH Section 8 Contractor trainings to review DOH policy and federal regulation, which govern the program.
- Annually improve the Voucher SEMAP score.
- Improve and maintain, on an annual basis, the HQS Interactive Training on the DOH website in order to educate landlords, families receiving rental assistance and our housing contractors.
- Improve and maintain the homeownership manual and homeownership interactive website training.

CDOH Strategic Goal: Increase assisted housing choices.

Action Items:

- Increase voucher payment standards for Section 8 Contractors in high rental cost areas of the state by 10% where warranted.
- Annually update the DOH Tenant briefing packet to improve the information on housing choice and include census tract information for DOH contractors in the Denver Metro Area.
- Develop and send an annual newsletter to Section 8 landlords to provide outreach and information and to express appreciation for their participation in the Section 8 Voucher Program.
- Implement and update annually a flexible voucher homeownership program that can be adapted to all communities within the state.
- In conjunction with the Supportive Housing and Homeless Program (SHHP), sponsor the development of statewide utility allowances that are posted on the DOH website.

CDOH Strategic Goal: Promote self-sufficiency and asset development for assisted households.

Action Items:

- Increase the number of families enrolled in the Family Self-Sufficiency (FSS) Program by an additional 20 families annually.
- When made available, apply for HUD Vouchers to increase rental assistance opportunities for those working toward self-sufficiency.
- Annually provide public and private grant information and technical assistance in preparing grants to the Section 8 Contractors so they may better operate their FSS programs.
- Annually promote and support cooperative agreements at the local level between the Department of Human Services, Department of Labor and Employment and other supportive service providers.
- Annually provide CDOH Voucher Program admissions preference for families currently in the TBRA program or who are working and/or enrolled or were previously enrolled in educational, training or upward mobility programs and that are interested in working toward self-sufficiency.
- Administer at least 70 escrow accounts for families participating in the FSS programs
- Apply annually for the FSS Coordinator Funding (if made available by HUD) to distribute to the FSS coordinators working with families within the state contracted programs.
- Annually have 10 additional CDOH voucher families participate in the Homeownership Program.

CDOH Strategic Goal: Provide equal opportunity in housing for all Coloradoans. CDOH will continue to ensure equal opportunity and affirmatively further fair housing.

Action Items:

- Annually review and revise information that is distributed to Coloradoans who contact the CDOH wanting tenant/landlord and fair housing assistance.
- Incorporate a Fair Housing workshop into one of the annual Section 8 Voucher Program training.
- Ensure that CDOH staff attends Fair Housing Conferences to better understand the law so accurate technical assistance can be provided to our contractors.
- Update the statewide "Impediments to Fair Housing" annually.

3. Housing Needs

Measures of Median Income

Renter median income is much lower than area median income, and is the most relevant measure of income when dealing with income levels of households that are likely to need units that cater to households at 30 percent of AMI and below. For example, according to a recent report by the Center for Business and Economic Forecasting (CBEF), area median income in Colorado was \$59,091 in 2008 and renter median income was \$36,310. In Colorado, 30 percent of area median income is equal to approximately 50 percent of renter median income, or \$18,000 per year in income. According to CBEF estimates, in Colorado there are approximately 172,000 renter households at or below 30 percent of area median income which is equal to 50 percent of median renter income, or \$18,000. In the metro Denver area, the area median income was \$69,453 in 2008.

Housing mismatch ratio (Only Colorado statewide data is available for 2007)

Research provided to the Colorado Division of Housing by the Community Strategies Institute, Inc.

It is a priority of CDOH to serve households with the highest need at or below 30 percent of area median income (AMI). The following charts show the supply of housing available to households at or below 30 percent of area median income. According to the Center for Business and Economic Forecasting, there are approximately 172,000 households making at or below \$18,000 per year (30 percent of AMI) in Colorado.

Looking at the number of rental units available for each household at certain low income levels, we find that there is less than 1 unit available for each household at 30 percent of AMI:

Rental Units Available Per Household (HUD AMI)

Income level	15% AMI	25% AMI	30% AMI	40% AMI
Units	0.64	0.56	1.04	1.38

These numbers indicate that the greatest need is among the lowest-income households. Only at income levels of 30% of AMI and above are there a sufficient number of units priced at levels attainable to households. At income levels below 30 percent of AMI, however, the number of rental units available per household drops well below 1.

Put another way, for every 100 households below 30 percent of AMI, there are significantly fewer than 100 rental units available. At 25 percent of AMI, for example, for every 100 households, there are 55 units available:

Rental Units Available Per 100 Households

Income level	15% AMI	25% AMI	30% AMI	40% AMI
Units	64.26	55.85	103.51	137.78

Housing Costs in Colorado

The statewide median home price in Colorado during 2008 was \$225,872, and was \$225,494 in Metro Denver. The statewide median-priced home is affordable to a family that makes approximately \$48,000 (81 percent of area median income), assuming a loan of \$220,000 at 6 percent (but ignoring the effects of payroll taxes). However, a household needs to make 133 percent of renter median income to afford the median-priced home. A household at 30 percent of area median income (\$18,000 per year) can afford to pay \$500 per month (1/3 of income) toward its housing. The statewide average rent in Colorado was \$797 during the fourth quarter of 2008, and the Metro Denver average rent was \$888 during the same period. This includes all unit types from efficiency to three-bedroom. The average rent for a two-bedroom, two-bath apartment in Metro Denver was \$1,056 during the 4th quarter of 2008.

Vacancy Rates

Vacancy rates are measured each quarter in seven metropolitan areas of the state, and are measured in an additional sixteen medium-sized markets twice each year. A vacancy rate below 5 percent indicates a tight market, and a rate above 10 percent indicates a large supply of rental housing. Market-rate vacancy rates in 2008 ranged from 6.1 percent to 8 percent statewide, and Metro Denver rates ranged from 5.9 percent to 7.9 percent during the same period. Vacant rental units were most scarce in Grand Junction and in mountain communities where vacancy rates were very tight and tended to range from 2.0 to 3.5 percent during 2008.

In metropolitan areas, subsidized rental units that serve households at 50 percent of AMI and below reported lower vacancy rates than market-rate units. Statewide, vacancy rates in units serving households at or below 30 percent AMI ranged from 2.2 to 4.2 percent during 2008, and units serving households at or below 50 percent AMI had vacancy rates ranging from 5.7 to 6.7 percent.

In Metro Denver, units serving households at 30 percent AMI reported vacancy rates ranging from 1.4 to 3.2 percent during 2008, and units serving households at 50 percent AMI reported vacancies ranging from 5.6 to 6.7 percent during the same period.

Rental Market

Rental **vacancies** statewide rose from 6.6% to 8.0% between Dec. 2007 and Dec. 2008

Average rents also increased except in Loveland and Greeley. Denver Metro area vacancies are at a year high of 7.9%, while at the same time average monthly rent in the metro area increased \$28 from a year ago to \$888.22. So far very few multi-family properties have gone into foreclosure, but based on articles I've read, the credit crunch is expected to catch up with commercial properties in the coming months pushing more multi-family buildings into the foreclosure process.

The Current Homeownership Market in Colorado

The homeownership market in Colorado is relatively healthy compared to many markets in the United States. While many areas of states like California and Florida have seen significant declines in home values of twenty to thirty percent, home values in Colorado have seen only moderate declines of 1 to 5 percent statewide over the past year.

Completed foreclosures statewide fell in Colorado for the first time since statewide reports were first compiled in 2003. Completed foreclosures fell 16 percent from 2007 to 2008, and foreclosure filings fell 2 percent during the same period. Foreclosure rates remain high, however, with 89 households per completed foreclosure statewide, and fewer than 60 households per completed foreclosure in Adams, Denver, Weld, and Arapahoe Counties. **Foreclosures** declined from 2007 to 2008 Filings decreased 2% while completed foreclosures decreased 16%.

Mortgage rates remain low due to Federal Reserve policies favoring low interest rates, but loans are more difficult to obtain now than in recent years. Potential borrowers must now provide higher down-payments and better credit scores than was the case prior to the credit contraction of 2008.

The large number of foreclosures and tighter credit mean an increase in the demand for rental housing. As households rent longer in order to improve credit and save down-payments, the need for rental housing will grow, pushing down vacancies, and driving up rents over time. This will impact the supply and availability of affordable rental housing in the medium and long term.

Single Family Homes

One study from FHFA shows home price decline of 0.71% for the Denver area, while another study, the S&P/Case-Schiller survey, showed a decline of 4%. In the Case-Schiller survey, Denver home prices declined the least of any of the 20 metro areas they study. Denver area home depreciation rates are lower than other areas of the country. According to a HUD economist this is due to higher population growth and a more stable job market than exists in other areas.

Building Permits issued

In 2008, 19,086 total building permits were issued, a 37% decrease from the number issued in 2007. Of that total, 6800 units were in 265 multifamily buildings (buildings with 5 or more units). For 2007 there were 7118 units in 294 buildings. This represents a 4% decrease in units, and a 10% decrease in buildings receiving permits.

Unemployment Rate

Colorado's unemployment rate at the end of December was 6.1% after a steep increase in job loss during the 4th quarter. The number of unemployed workers was 167,600 compared to 109,000 unemployed at the end of 2007. Comparatively, the unemployment rate for the US as a whole was 7.2% at the end of December. What happens with Denver's housing market will depend to a large extent on the unemployment situation. As unemployment increases it can be expected to drive up the number of foreclosures and the rental vacancy rate, while leading declines in home prices, possibly rents and slowing construction even more that it already is.

Special Housing Needs

Colorado's population is aging. The age group with the most dramatic change is those in the 55 – 75 age range – reflecting the aging of the “baby boomers.” While the elderly as a percentage of the total population will not change dramatically, the total number of persons age 55 and older will increase by over 189,000 between 2005 and 2010. Almost 133,000 of these persons will be aged 55-64. The housing needs of this population will play an increasing role in our economy in years to come.

Senior Renter Median Income (RMI)	\$21,059
Senior RMI as Percentage of RMI	63%
Senior RMI as percentage of AMI	32%

Seniors as percentage of all 0 - 60% RMI renters	11%
Senior rent burdened (estimated as percentage of all rent burdened households)	5,111

CDOH continues to work to create housing opportunities for other special populations, including those with chronic mental illness, physical disabilities, developmental disabilities, alcohol and drug addiction, and HIV/AIDS. This population is generally unable to hold full-time employment, has higher than normal medical expenses, and may require assistance with activities of daily living (ADL). Most significantly, these populations have limited income and may have a need for special accommodations.

Homeless Needs

On any given night there are over 15,000 homeless people in Colorado; most are families with children (Colorado Housing Investment Fund Coalition). According to a study published by the University of Pennsylvania, “the findings suggest not only that homelessness among families has wide effects on family structure, but also that considerable public costs are associated with these effects across public services systems. Furthermore, measures to prevent homelessness, as well as related housing interventions, may result in a range of benefits, such as reductions in the demand for child welfare services. Evaluations of housing programs should take into account such potential collateral effects both in the child welfare system and possibly in other social welfare systems when assessing the effectiveness of housing for homeless families.”

Voucher Program and Housing Authority Tenant Needs

Twenty-five years ago, the Federal Government created the Section 8 Housing Assistance Payments Program. This program contained two parts, one called “project-based” and the other “tenant-based.” Project-based rental assistance is tied to units in privately owned apartment buildings where the owner has entered into a contract with HUD to receive a rental subsidy for a certain number of years. Tenant-based rental assistance, most commonly known as the “Voucher Program” provides rental assistance directly to families so that they may live anywhere they wish in the private market.

Several years ago the project-based programs faced a major challenge in losing affordable housing stock because owners had the ability to “opt out” of their contracts with HUD and list their units at market rate. Fortunately, only six percent of HUD's project-based inventory was lost to owner opt outs. Part of the success of keeping units affordable was due to HUD's emergency initiative called Mark-To-Market. This program increased project-based rents to market rates and restructured existing debt to a level that would support these rents. During this same time, Colorado Division of Housing worked with a number of owners and potential buyers to offer financing that kept units affordable. Using property information compiled by HUD and the National Housing Trust, CDOH staff identified properties with expiring Section 8 contracts. Our financial assistance included rehabilitation loans, subordinated loans, grants, and tax-exempt bond financing.

A similar effort took place with the Department of Agriculture's Rural Development (RD) Office. USDA Rural Development Section 515 properties faced the threat of owners opting out of their rental agreements through prepayment of their loans. Approximately 2,550 apartment units currently financed under the Section 515 program could allow prepayment of their mortgage. Property owners seeking to prepay their mortgage filed a class action suit against USDA to exercise this option. The class action suit is still pending. USDA is currently working with owners whose properties were financed prior to 1989, to provide options in maintaining their affordability.

With a housing market that is not as strong as in the past, private owners prefer not to sell because the rental subsidies received from HUD help maintain property lease up and cash flow. DOH has the

opportunity to work with these existing owners using HOME, CDBG, and state monies to keep the units in safe, decent and livable condition so that they may compete with the lower rents offered in a softer market. By doing so, the Division of Housing has made the preservation of these units a priority.

There is still not enough deep-subsidy rental assistance available to the lowest income renters in Colorado. The Section 8 tenant-based Voucher Program is undergoing budget cuts due to rising costs. Housing Authorities throughout Colorado have to reduce the number of families they serve based on HUD's funding authority, and yet, the demand is great.

Statewide Section 8 Tenant-Based Waiting List

Annually, CDOH conducts a statewide housing survey to assess the number of families on Colorado's PHA waiting lists. The survey, although a snapshot in time, indicates that in January 2009, roughly 36,915 families were waiting for government rental assistance. Even this number does not truly reflect the need for subsidized housing in Colorado. Many housing agencies have closed their waiting lists and others accept applications only once a year because there has been no new federal funding available for this program for some time. The attached spreadsheets provide information on the January 2009 survey. CDOH contractors have 26,833 families on their combined waiting list.

COLORADO DIVISION OF HOUSING
1313 SHERMAN ST. RM 518
DENVER, CO 80203
(303) 866-2033

PUBLIC HOUSING AUTHORITY WAITING LISTS
Jan-08

HOUSING AUTHORITY	# ON THE WAITING LIST	<30% AMI	>30% thru < 50% AMI	> 50% thru < 80% AMI	FAMILIES W/CHILDREN	ELDERLY W/OUT DISABILITIES	ELDERLY WITH DISABILITIES	FAMILIES W/DISABILITIES
ADAMS COUNTY	301	233	68		182	70	19	30
AGUILAR								
AKRON								
ALAMOSA*	120	74	26	20	99	3	18	12
ANTONITO								
ARAPAHOE COUNTY*/included in Littleton								
ARAPAHOE HOUSE*	15	7	1	7	15			
ARVADA	270	215	52	3	170	23	2	24
ASPEN/PITKIN*/Garfield reptg separately	26	25	1	0	3	7	1	9
ATLANTIS*	5	5						5
AURORA	1580	1375	190	15	720	222	271	268
BOULDER CITY								
BOULDER COUNTY								
BRIGHTON								
BRUSH*/includes Morgan	166	102	50	14	130	2	9	25
BURLINGTON*/includes Kit Carson	22	3	16	3	17	1	4	5
CALHAN								
CENTER*/includes Saguache								
CHEYENNE WELLS								
CLEAR CREEK*								
CO COALITION*	1673	1673			404		100	1254
CO HEALTH NETWORK*	65	57	7	1	10		3	73
CO DEPT. OF HUMAN SERVICES	779	769	10		185	1	21	705
CO SPRINGS (El Paso)*	1810	1593	216	1	632	192	51	919
COMMERCE CITY*	330	268	58	4	238	12	4	39
CONEJOS*	29	29			22		5	
CONNECTIONS FOR INDEPENDENT LIVING*	109	97	10	2	37	0	21	109
COSTILLA								
CRESTED BUTTE-ADM BY GUNNISON*								
CROWLEY*								
DELTA								
DENVER	9702	8442	1066	194	149	89	44	167
DOUGLAS COUNTY*/see Engelwood								
EADS								
EATON	19	10	7	2		17	2	
EAGLE*	29	28	1	0	13	3	1	8
ENGLEWOOD (Sheridan)	1749	1207	149	393	1218	42	52	236
ESTES PARK HA								
FLAGLER								
FORT COLLINS	2663	2370	293	0	1013	116	20	759
FORT LUPTON								
FORT MORGAN/see Brush								
FOUNTAIN	192	153	32	7	102	34	2	32
GARFIELD/Garfield reptg separately	213	141	62	10	149	7	2	24
GRAND (Routt)*	98	83	15		44	5	6	27
GRAND JUNCTION*	752	473	255	24	430	81		234
GREELEY/Weld	1278	1042	219	17	789	129	37	44
GUNNISON*	35	30	3	2	13	2	3	
HAXTUN	8	4	2	2	6	2		
HOLLY								
HOLYOKE								

COLORADO DIVISION OF HOUSING
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PUBLIC HOUSING AUTHORITY WAITING LISTS
Jan-08

HOUSING AUTHORITY	# ON THE WAITING LIST	<30% AMI	>30% thru < 50% AMI	> 50% thru < 80% AMI	FAMILIES W/CHILDREN	ELDERLY W/OUT DISABILITIES	ELDERLY WITH DISABILITIES	FAMILIES W/DISABILITIES
HUGO HOUSING AUTHORITY								
HOUSING SOLUTIONS FOR THE SOUTHWEST*	144	92	52		90	3	6	64
(Archuleta, La Plata, San Miguel)								
INDEPENDENT LIFE CTR.*								
JEFFERSON	2295	618	1219	458	1754	266	113	162
JOHNSTOWN								
JULESBURG								
KERSEY	8			8		8		
KEENESBURG	30	17	11	2	19	7	0	1
LAKEWOOD	1763	1633	121	9	1092	80	55	133
LAMAR*	251	179	63	9	201	20	30	
LAS ANIMAS								
LIMON*	78	64	12	2	48	6	5	11
LITTLETON	993	855	119	19	816	166	11	55
LOVELAND*	2070	1677	349	44	1218	288	50	414
LONGMONT	0							
MEEKER								
MOFFAT	0							
MONTE VISTA*	36	36			18	5	3	
MONTEZUMA	270	253	15	2	204	16	37	13
MONTROSE*	308	229	79		205			
OTERO*	255	184	69	2	179	14	69	7
PARK								
PITKIN/EAGLE*								
PUEBLO*	3078	2484	548	46	1184	21	21	867
PUEBLO CTR. FOR DISABILITIES*	55	55			18			55
RANGELY								
RIFLE								
ROCKY FORD	124	27	24	73	81	8	4	6
SAGUACHE*								
SALIDA								
SPRINGFIELD	0							
SOUTHWEST CTR. FOR INDEPENDENCE*	76	67	9		14		7	76
STERLING*	199	147	36	16	116	3	13	31
SUMMIT*	131	110	21		57	8	1	10
TELLURIDE H.A./ SAN MIGUEL HA*	19	15	4		14	1		1
TRINIDAD								
UAACOG*	485	390	88	7	244	26	34	174
(Chaffee, Fremont, Custer, Lake, Teller)								
WALSENBURG*	93	64	21	8	48	5	6	4
WELD(see Greeley/Weld)								
WELLINGTON								
WINDSOR								
WRAY	31	12	10	9	15	16		
YUMA*	85	63	14	8	47	15	4	10
(Phillips, Sedgewick, Washington, Yuma)*								
TOTAL	36,915	29,779	5,693	1,443	14,472	2,042	1,167	7,102

* Colorado Division of Housing Contractors

COLORADO DIVISION OF HOUSING
1313 SHERMAN ST. RM 518
DENVER, CO 80203
(303) 866-2033

PUBLIC HOUSING AUTHORITY WAITING LISTS
Jan-08

HOUSING AUTHORITY	# ON THE WAITING LIST	NON HISPANIC	HISPANIC	WHITE	BLACK	AMER. INDIAN AK NATIVE	ASIAN	HAWAIIAN PACIFIC	OTHER	# SEC. 8 VOUCHERS	PUBLIC HOUSING UNITS
ADAMS COUNTY	301	127	174	252	35	6	1	0	7	1383	42
AGUILAR											
AKRON											
ALAMOSA*	120	31	89	120						72	199
ANTONITO											
ARAPAHOE COUNTY* <i>included in Littleton</i>											
ARAPAHOE HOUSE*	15	5	10	13		2				72	70
ARVADA	270	178	92	200	43	9	7	0	11	508	0
ASPEN/PITKIN*/ <i>Garfield rept separately</i>	26	25	1	24		2				16	
ATLANTIS*	5	3	2	4	1					123	
AURORA	1580	1442	138	370	950	13	41	0	206	1164	130
BOULDER CITY											
BOULDER COUNTY											
BRIGHTON											
BRUSH*/ <i>includes Morgan</i>	166	113	53	134	28	2	2			120	30
BURLINGTON <i>includes Kit Carson</i>	22	11	11	21	1					14	31
CALHAN											
CENTER*/ <i>includes Saguache</i>											
CHEYENNE WELLS											
CLEAR CREEK/ <i>see Summit Cty</i>											
CO COALITION*	1673	1254	419	753	68	268	15		569	850	1000
CO HEALTH NETWORK*	65	48	17	42	22	1				41	
CO. DEPT. OF HUMAN SERVICES	779	647	132	601	144	24	10			3104	
COLORADO SPRINGS (El Paso)*	1810	1558	252	1302	434	36	36	2		2065	707
COMMERCE CITY*	330	172	158	252	57	16	3	1	1	70	
CONEJOS*	29	6	23	29						11	44
CONNECTIONS FOR INDEPENDENT LIVING*	109	71	38	98	4	7				75	
COSTILLA											
CRESTED BUTTE - ADM. BY GUNNISON HA											
CROWLEY/ <i>see Otero</i>											
DELTA											
DENVER	9702	5821	3881	6112	3007	1	580	2		5618	3856
DOUGLAS COUNTY/ <i>see Englewood</i>											
EADS											
EATON	19	17	2	19							60
EAGLE*/ <i>Garfield rptg separately</i>	29	22	7	26		2	1			10	
ENGLEWOOD (SHERIDAN)	1749	1084	665	1102	525	52	35	16	19	678	216
ESTES PARK HA											
FLAGLER											
FORT COLLINS	2663	2285	378	2481	106	34	14	1	27	844	196
FORT LUPTON											
FORT MORGAN/ <i>see Brush</i>											
FOUNTAIN	192	159	33	141	46	3	2			238	40
GARFIELD/ <i>Garfield reporting separately</i>	213	154	59	198	6	9				434	
GRAND*	98	84	14	98						95	
GRAND JUNCTION*	752	588	164	707	16	22	7			910	
GREELEY/Weld	1278	588	690	1182	80	3	4	9		873	86
GUNNISON	35	34	1	34	1					42	

HOUSING AUTHORITY	# ON THE WAITING LIST	NON HISPANIC	HISPANIC	WHITE	BLACK	AMER. INDIAN AK NATIVE	ASIAN	HAWAIIAN PACIFIC	OTHER	# SEC. 8 VOUCHERS	HOUSING UNITS
HAXTON	8	7	1	8						0	22
HOLYOKE											
HOLLY											
HUGO HOUSING AUTHORITY											
HOUSING SOLUTIONS FOR THE SOUTHWEST*	144	113	31	114	1	20			9	65	
(Archuleta, La Plata, San Miguel)											
JEFFERSON	2295	1287	1008	1913	292	38	26	4	22	1548	
JOHNSTOWN											
JULESBURG											
KERSEY	8	8		8							20
KEENESBURG	30	23	7	30							20
LAKEWOOD	1763	923	840	1334	285	83	23		38	1251	158
LAMAR*	251	110	141	242	4	3			2	174	30
LAS ANIMAS											
LIMON*	78	76	2	78						45	40
LITTLETON	993	753	240	671	203	39	39	4	37	535	143
LOVELAND*	2070	1651	419	1926	64	63	17			468	80
LONGMONT	0									509	
MEEKER											
MOFFAT	0									72	
MONTE VISTA	36	13	23	34	1	1				44	
MONTEZUMA	270	221	49	178	2	87	3			262	191
MONTROSE*	308	228	80	296	6	6				268	
OTERO*	255	92	163	252		3				198	86
PARK											
PITKIN/EAGLE*											
PUEBLO*	3078	1322	1756	2958	111	9				1456	901
PUEBLO CTR. FOR DISABILITIES*	55	26	29	51	3	1				79	
RANGELY											
RIFLE											
ROCKY FORD	124	17	106	123	1					50	40
SAGUACHE/see Center											
SALIDA											
SOUTHWEST CTR. FOR INDEPENDENCE*	76	61	15	67	1	8				75	
SPRINGFIELD	0									32	
STERLING*	199	132	67	196	3					90	110
SUMMIT*	131	113	18	116		4	2		9	52	
TELLURIDE H.A./ SAN MIGUEL HA*	19	18.5	0.5	19						52	
TRINIDAD											
UAACOG*	485	393	92	423	26	26	4	3	3	310	
(Chaffee, Fremont, Custer, Lake, Teller)											
WALSENBURG	93	30	63	93						45	129
WELD (see Greeley/Weld)											
WELLINGTON											
WINDSOR											
WRAY	31	24	7	31						20	41
YUMA*	85	69	16	85						36	50
(Phillips, Sedgewick, Washington, Yuma)											
TOTAL	36,915	24,238	12,677	27,561	6,577	903	872	42	960	27,166	8,768

Strategies for Addressing Needs

Need: Shortage of affordable housing for all eligible populations.

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

- Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.
- Undertake measures to ensure access to affordable housing among families assisted regardless of unit size required.
- Maintain or increase Section 8 lease-up rates by providing technical assistance to CDOH contractors in successful techniques in marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Maintain or increase Section 8 lease-up rates by providing information to owners twice a year through a "Landlord Newsletter."
- Maintain or increase Section 8 lease-up rates by providing technical assistance to DOH contractors in effectively screening Section 8 applicants to increase owner acceptance of program.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

Strategy 2: Increase the number of affordable housing units by:

- Applying for additional Section 8 units should they become available.
- Leveraging affordable housing resources in the community through the creation of mixed - finance housing.
- Pursuing housing resources other than public housing or Section 8 tenant-based assistance to increase affordable housing rentals.
- Continuing to assist other funding entities to increase annual statewide production of affordable rental units.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

- Meet HUD federal targeting requirements for families at or below 30% of AMI in tenant-based Section 8 assistance.
- Employ admissions preferences aimed at families with economic hardships.
- Adopt policies to support and encourage work.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

- Employ admissions preferences aimed at families who are working.
- Adopt policies to support and encourage work.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Apply for special-purpose vouchers, should they become available, targeted to the elderly.
- Apply the same admission preference for elderly families as for those who are working toward self-sufficiency.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to families with disabilities:

- Apply for special-purpose vouchers, should they become available, targeted to families with disabilities.
- Encourage and provide guidance to contractors to affirmatively market to local non-profit agencies that assist families with disabilities.
- Continue to develop partnerships and work with independent living centers throughout the state to provide rental assistance to those with disabilities.
- Apply the same admission preference for disabled families as for those who are working toward self-sufficiency.

Need: Specific Family Types: Families who are homeless or displaced due to domestic violence or a natural disaster.

Strategy 1: Target available assistance to Homeless Families or those displaced due to domestic violence or a natural disaster:

- Apply for special-purpose vouchers, should they become available, targeted to families who are homeless or those displaced.
- Encourage and provide guidance to contractors to affirmatively market to local non-profit agencies that assist families who are homeless, and/or displaced due to domestic violence or a natural disaster.

Need: Specific Family Types: Races or ethnicity with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources for families of race and ethnicity with disproportionate needs:

- Encourage and provide guidance to contractors to affirmatively market to races/ethnic groups shown to have disproportionate housing needs.

Reasons for Selecting Strategies

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the CDOH
- Influence of the housing market on CDOH programs.
- Social priorities regarding housing assistance.
- Results of consultation with CDOH Section 8 contractors in various areas of the state.

4. Financial Resources

Financial Resources: Planned Sources and Use	Estimated Amount	Planned Uses
Annual Contributions for Section 8 Tenant-Based Assistance and Mod Rehab Program	\$17,551,080	
Family Self-Sufficiency Grants	\$ 66,561	
Home Investment Partnership Funds (HOME)	\$7,268,808	Awarded competitively to local governments, non-profits, private developers for the activities of acquisition, rehabilitation, new construction, and tenant based rental assistance. All activities require a 25% non-federal match. Ninety percent of rental units produced must benefit families with incomes 60% or below area median income. One hundred percent of funds invested in homebuyer

		programs must benefit families whose incomes are equal to or less than 80% of area median income.
ADDI Funds	\$55,203	
Emergency Shelter Grant (ESG)	\$946,933	Grants provided on a formula basis to states and local governments for operating costs, essential services, and homeless prevention activities, including financial assistance to families who have received eviction notices or notices of termination of utility service.
Community Development Block Grant (CDBG)	\$10,546,315	CDOH allocation awarded on a competitive application process to local governments for acquisition, rehabilitation, new construction, homebuyer assistance, public services, facilities and administration costs.
Housing Opportunities for Persons with AIDS (HOPWA)	\$379,000	State block grant funds to help individuals and families with AIDS, primarily with rental assistance
Housing Development Grant	\$2,250,000	Funds for acquisition, rehabilitation, and new construction are awarded through a competitive application process on a continuous basis with applications reviewed monthly by the State Housing Board. Applications are reviewed for management capacity, project impact on need, project feasibility, and benefit to very low and low-income persons
State Revolving Loan	\$3,100,623	This program provides construction loans to non-profits, and city and county governments for up to seven years. Interest rates normally range from 0% - 6%. These funds are also leveraged with other funding organizations.
TOTAL REVENUES	\$42,159,810	

5. Policies of Eligibility, Selection and Admissions

Eligibility

- CDOH conducts criminal or drug-related activity screening to the extent required by law or regulation.
- CDOH requests criminal records from State law enforcement agencies (Colorado Bureau of Investigation) for screening purposes.
- CDOH shares the following kinds of information with prospective landlords before lease signing: family's current address, name and address of current landlord (if known) and name and address of prior landlord (if known).

Waiting List Organization

- CDOH is a state agency, which contracts with local Public Housing Authorities, Councils of Governments, and non-profit organizations. The waiting lists are maintained at the local level at the contracted agency's office. CDOH allows each contracted agency some flexibility in structuring their waiting lists as long as there is compliance with Federal and DOH Administrative Plan requirements.
- Interested persons may apply for admission to the CDOH Section 8 tenant-based assistance at the following offices:

Search Time

CDOH gives extensions to the standard 60-day period to search for a unit in the following circumstances:

- Hospitalization
- Family emergency
- Request For Lease Approval turned in but unit never passed HQS, and remaining search period too short of a time frame
- Barriers in locating accessible unit
- Family needs a unit size which the PHA determines is difficult to locate

Admissions Preference

- Income targeting:
CDOH plans to satisfy the federal targeting requirements of 75 percent of all new admissions to the Voucher Program to families at or below 30 percent of the area median income, and the remaining 25 percent of new admissions to families at or below 50 percent of the area median income.
- Preferences: CDOH employs the following admission preferences:
 - Victims of violence, natural disaster or government action
 - Homelessness
 - Those currently enrolled in educational, training, or upward mobility programs.
 - Those previously enrolled in educational, training, or upward mobility programs.
 - Those who are currently working

The CDOH admission preferences are prioritized by a "1" that represents our first priority, a "2" representing our second priority, and so on. DOH gives equal weight to one or more of these choices.

Note: Elderly and disabled families will be given the same preference as those who are working toward FSS.

1 Victims of violence, natural disaster or government action

1 Homelessness

2 Those enrolled currently in educational, training, or upward mobility programs

2 Those previously enrolled in educational, training, or upward mobility programs

2 Families currently working

2 Those currently participating in one of the DOH Tenant Based Rental Assistance pilot programs

2 Elderly and Disabled Families

3 Date and Time

Applicants on the waiting list with equal preference status are selected by date and time of application. CDOH contractors may alternate between the preference list and those without a preference to ensure all families on the list are given a chance to participate in the program.

The relationship of preferences to income targeting requirements is not applicable because the pool of applicant families ensures that the PHA will meet income-targeting requirements.

Special Purpose Section 8 Assistance Programs

- The policies governing eligibility, selection, and admissions to any special-purpose Voucher Program administered by the PHA are contained in the Section 8 Administrative Plan.
- CDOH announces the availability of any special-purpose Voucher Programs to the public through published notices and announcements to local government agencies.

6. Rent Determinations Policies

Payment Standards

- CDOH payment standard is set at 100 percent of the FMR. A contractor may request a payment standard increase up to 110 percent of the FMR. Each request will be reviewed by the CDOH on a case-by-case basis.
- Agencies may request payment standards higher than the FMR for their area for the following reasons:
 1. FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 2. Increase reflects market or sub-market
 3. To increase housing options for families
 4. Payment standards are reevaluated for adequacy annually.
- The factors the DOH considers in its assessment of the adequacy of its payment standard are:
 1. Success rates of assisted families
 2. Rent burdens of assisted families
 3. Cost of vacancies
 4. Number of vacancies
 5. Housing Agency Board resolution to increase the payment standard

Minimum Rent

CDOH has set its minimum monthly rent at \$50. If after verifying the family's income and assets, the contractor finds that the family does *not* have the ability to pay the minimum rent, the family may request a waiver concerning this requirement. The Contractor must request documentation of the hardship from the family and determine whether the hardship is temporary or long term. If the hardship is deemed temporary, the family must report on the status of their income every 30 days. Please refer to HUD's federal guidelines on "Exceptions from the Minimum Rent requirement." Hardship determinations are subject to the State's Informal Hearing Process.

If the Contractor determines that a qualifying financial hardship is temporary, the Contractor must suspend the minimum rent for a 90 day period beginning the first of the month following the date of the family's request. At the end of the 90-day suspension period, the family must resume the payment of the minimum rent and must repay the Contractor the amount suspended.

If the Contractor determines that the qualifying hardship is long-term, the Contractor may exempt the family from the minimum rent requirements so long as the hardship continues. Repayment of the minimum rent for the period of the long-term hardship is not required.

7. Operations and Management

Organization Setup

Under the direction of the Colorado State Housing Board and the Director of the Colorado Division of Housing (CDOH), staff of the CDOH administers the Voucher Program's day-to-day operations. The staffing information contained in this section includes only those positions directly responsible for the Program at the State level.

Colorado State Housing Board

The Colorado State Housing Board (SHB) was created in 1970 to advise the General Assembly, the Governor, and the Colorado Division of Housing on Colorado's Housing needs. The governor-appointed seven member SHB reviews financing requests and adopts regulations and policies for the administration of the DOH programs. Colorado SHB approves CDOH PHA Agency Plan, Administrative Plan and SEMAP reporting requirements.

Executive Director

The Director of the Colorado Division of Housing serves as the Executive Director of the State of Colorado public housing agency.

Program Manager

This position is responsible for contracting with local agencies for delivery of the program services and fiscal year activities. The program manager is also responsible for the overall coordination of the program and development of necessary agreements between participating local agencies. In addition, the manager establishes and maintains effective contact with groups or individuals representing program related interests and is responsible for the general program management. The program manager develops program materials and disseminates information to local agencies, supervises day-to-day activities of the CDOH staff, and develops training sessions for the Contractors in program regulatory requirements as well as agency responsibilities.

Housing Asset Managers

There are going to be 7 Asset Managers on staff in 2009 and each is assigned a different geographical area of the state. These positions are responsible for programmatic monitoring of the Contractors in Section 8 compliance and Housing Quality Standards. The Asset Managers train new and existing housing agencies in federal rules and regulations concerning Section 8 rental assistance and FSS programs. In addition, Asset Managers review vacancy reports on utilization of the program. Technical assistance to trouble shoot problems is also provided to the Contractors concerning family moves, income/rent adjustments, recertification, tenant/landlord relations, terminations, etc.

Budget Officer

This position is responsible for supervising three Administrative Assistants who enter HUD statistical information (form 50058) into the Section 8 Program database. This position is responsible for the following: (1) coordinating VMS reporting with accounting staff, (2) administrative fee payment to contractors, (3) software interface with the COFRS accounting system, (4) assisting in training Section 8 contractors on the requirements for payment through the state system, (5) tracking financial information for the program and the overall office administration for tracking payments for various aspects of the Program.

Administrative Assistant

These three positions are responsible for daily data entry, filing, and preparation of electronic and paper payment vouchers. These positions answer complex informational calls from DOH contractors, landlords and families, receiving rental assistance. Each assistant maintains and updates 50058 family files, which contain information on the rental subsidy to be paid and utility allowance. This position assists in landlord payment reimbursement process and the monthly reconciliation of the Section 8 database to the DOH contractor request. This position organizes logistics for meetings and trainings for the Section 8 Program and other programs in CDOH.

Program Assistant

The Program Assistant is responsible for PIC transmittal, PIC error corrections, repayment agreements, collections tracking, D-HAP payments and expenditure tracking. This position is also responsible for EIV setup and renewals. Assists with the VMS reporting.

Accounting Department

The Department of Local Affairs Accounting Division works closely with the Section 8 staff to approve all financial payments generated concerning the Program. Accounting staff maintains escrow spreadsheets, year-to-date budget spreadsheets, collection payment reconciliation spreadsheets and other tracking mechanisms to assist in maintaining the financial integrity of the program. The year-end and quarterly financial statements are also submitted to REAC by this office.

CDOH Staff Functions

The CDOH staff is responsible for administering the Section 8 Rental Assistance Program beginning with responding to HUD's Notice of Fund Availability (NOFA) to training Contractors in program administration and landlord housing assistance payments throughout the state.

The CDOH considers the housing needs throughout the state by referencing the Colorado Consolidated Plan, which provides the guidance for the development of the state public housing agency strategies. CDOH and its Contractors are charged with full responsibility of administering the housing programs designed to provide rental assistance to qualified families in privately owned dwelling units.

Activities of this PHA include:

- Update Program descriptions
- Determine applicant preferences
- Prepare funding applications
- Set policy and procedures
- Inspect 5 percent of the subsidized units
- Determine applicant eligibility
- Develop and revise housing forms
- Develop Annual Agency Plan
- Develop Contractor Administrative Plan
- Develop annual budgets on Mainstream Program and Mod Rehab
- Correct submission errors according to HUD timelines
- Track program compliance on repayment agreements
- Submit Homeownership reports to HUD
- Promote program marketing
- Provide training and technical assistance to contractors
- Pay administrative fees to Contractors
- Monitor Program Tenant files
- Send payments to Landlords
- Control and monitor program allocations
- Enter family statistical information in ECS database
- Upload data to HUD Public Information Center (PIC)
- Upload quarterly financial information to REAC
- Annually submit SEMAP report to HUD
- Undergo HUD Audits for program compliance
- Submit FSS Grant to grants.gov to obtain continued funding
- Submit D-HAP reports to HUD

Activities of the Contractor include:

- Conduct initial marketing and Program outreach
- Perform initial certification
- Issue Housing Vouchers
- Process requests for lease approval
- Contribute input for the preparation of policies and procedures
- Conduct informal reviews and hearings
- Maintain active leases
- Conduct unit inspections

- Negotiate rents and preparing contact documents
- Monitor applicants in location suitable housing
- Attend Annual Contractor's Meeting
- Perform annual re-certification of participant income, HQS inspection of units, and renegotiation of rents
- Conduct individual/group briefings
- Provide notification to applicants
- Provide notification to applicants
- Determine applicant preferences

Earned Administrative Fees

HUD determines administrative fees paid on the PHA's lease up rate. Administrative fees will be calculated by the number of units leased up on the first day of each month. The DOH portion of the administrative fee earned is 30% and the contractor portion is 70%.

Legal Jurisdiction

The Colorado Division of Housing is a Public Housing Agency. The CDOH Public Housing Agency satisfies the statutory definition of a public housing agency that has been set forth in 24 C.F.R. 982.51. CDOH's legal jurisdiction is the state of Colorado and the State of Colorado Department of Law Office of the Attorney General rendered a legal opinion regarding this on September 16, 1980. This opinion is on file at the Colorado Division of Housing.

Statutory Authority

Colorado Revised Statutes, Part 7, Division of Housing - Colorado Housing Act of 1970, 24-32-701.

Legislative declaration. It is hereby declared that there exists in this state a need for additional adequate, safe, sanitary, and energy-efficient new and rehabilitated dwelling units; that a need exists for assistance to families in securing new or rehabilitated rental housing; and that, unless the supply of housing units is increased, a large number of residents of this state will be compelled to live under unsanitary, overcrowded, and unsafe conditions to the detriment of their health, welfare, and well-being and to that of the communities of which they are a part. It is further declared that coordination among private enterprise and state and local government are essential to the provision of adequate housing, and to that end it is desirable to create a Division of Housing within the Department of Local Affairs. The general assembly further declares that the enactment of these provisions as set forth in this part 7 is for the public and statewide interest.

HUD PROGRAMS UNDER PHA MANAGEMENT

Program Name	Units of Families Served at the Year Beginning	Expected Turnover
Section 8 Vouchers	2,278	13%
Section 8 Mod Rehab	52	5%
Special Purpose Section 8 Vouchers (list individually)	Mainstream Vouchers for Disabled 50	10%
	Homeless 75	
	Designated Vouchers for AIDS Victims 40	
Family Unification Program	100	11%
Total	2,595	

Management and Maintenance Policies

Section 8 Management

- Administrative Plan
- State PHA Plan
- State of Colorado Management Policies

8. Grievance Procedure

The Informal Review/Hearing shall concern only issues included in the notice the family received. Evidence presented at the Hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

1. Families Have the Right To:
 - Examine and copy relevant documents before the Review/Hearing (at the family's expense);
 - Present any or all information pertinent to the issue of the Review/Hearing;
 - Request that Voucher Program staff be available or present at the Review/Hearing to answer questions pertinent to the case;
 - Be represented by legal counsel or other designated representative, with five days notice to the Contractor (at the family's expense);
2. Contractors Have the Right To:
 - Present evidence of any or all information relevant to the Review/Hearing;
 - Examine relevant family documents before the Review/Hearing;
 - Be notified if the family intends to be represented by legal counsel or another party;
 - Have its attorney present; and
 - Have the staff person familiar with the case present;

Informal Review

The Contractor will provide the applicant an opportunity for an Informal Review if the applicant is denied participation. Informal Reviews are for families that have been issued a Housing Voucher for the first time, and have not gone under contract.

1. Informal Review Procedures
 - a. The applicant will be given written notification of the denial of placement on the waiting list or denial to issue a Housing Voucher, which will state the reason(s) for the denial.
 - b. The notice will state that the applicant has a right to request, in writing, within 10 business days of the date of the notification an informal review of the decision.
 - c. The informal review will be scheduled within 10 business days of the Family's request.
 - d. The Executive Director will select a person who was not involved in the decision to conduct the review.
 - e. The applicant may present written or oral arguments relative to the decision.
 - f. The agency will notify the applicant of the results of the informal review within 10 business days of the date review.

Informal Hearing

The Contractor will give a participant the right to an Informal Hearing prior to termination or change in the participant's portion of the rent or Voucher subsidy size, under the following:

- A determination of the family's gross and adjusted income, TTP, or utility allowance;
 - A determination to reduce, terminate, or deny assistance;
 - A determination of the subsidy size allocated on the Housing Voucher;
 - A determination of citizenship or eligible immigration status cannot be verified;
1. Informal Hearing Procedures
 - a. For any decision related to the situations described above, the agency will notify the family of the Contractor's decision, the family's right to an explanation, and their right to request a hearing, in writing, within 10 business days of the notice.
 - b. In the case of a family whose assistance is being terminated, and the family is currently living in a unit with a HAP Contract, the agency will provide an opportunity for an Informal Hearing before the actual termination of the HAP contract. A copy of

the letter will be mailed to the Landlord to notify them of the situation, and the possible termination of the HAP contract.

- c. The Contractor will schedule the hearing within 10 business days from the receipt of the family's written request for a hearing.
- d. The Executive Director will select the Hearing Officer. The Hearing Officer must be someone other than the person who made the original decision or a subordinate of that person. The PHA staff can be available by telephone conference call to be the Hearing Officer.
- b. The procedure for requesting and conducting a hearing will be provided to each family during the Housing Voucher briefing.
- c. If a program violation occurs, the Contractor will make a reasonable attempt to contact the family to inform them of their right to an Informal Hearing or the time of the scheduled hearing. Sending a certified letter is the standard means of notification. A receipt of delivery should be requested from the US Post Office. The contractor is only responsible to document that s/he sent a notice, but not that the family receives this notice. By failing to schedule or appear at the informal hearing, the family waives their right to subsequent hearings unless the contractor chooses to re-schedule.

Hearing Officer Procedures

The Hearing Officer will be responsible to conduct the hearing in accordance with the following guidelines:

1. The participant or the participant's representative will first be given an opportunity to present his/her objections to the decision in question, and only the specific decision pertinent to this hearing. The participant may present evidence or question witnesses at this time.
2. The Contractor or the Contractor's representative will then have an opportunity to explain the decision. The Contractor may present evidence and question witnesses. The participant will have the opportunity to question any agency witnesses at this time.
3. The Informal Hearing is not intended to duplicate the judicial review procedure. The rules of admissibility under such proceedings shall not be applied in the course of the hearing.
4. The Hearing Officer shall issue a written decision within 10 business days of the Informal Hearing. Factual decisions related to the individual circumstances of the participant will be based on the evidence presented at the hearing. A copy of the hearing decision will be sent to the participant via certified mail. The written decision shall contain the following:
 - a. A summary of the decision and reasons for the decision;
 - b. If the decision is based on money owed, the amount owed shall be stated;
 - c. The date the decision becomes effective ;
5. The Contractor is not bound to hearing decisions based on the following:
 - a. Concerning a decision that is not identified in the Plan as eligible for an Informal Review, Informal Hearing or beyond the authority of the Hearing Officer or procedures;
 - b. Contrary to HUD regulations or requirements, or Federal, State and local law;

9. Homeownership

CDOH plans to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982. On October 18, 2008 the U.S. Department of Housing and Urban Development (HUD) released Federal Register Part II, 24 CFR Part 982, creating the final rule of the Section 8 Homeownership Program.

Program Description:

CDOH is offering this homeownership program to CDOH's eligible participants who are interested in purchasing their own homes. CDOH's homeownership program is completely voluntary and provides participants freedom of choice. At no time will CDOH directly or indirectly limit a voucher family's opportunity to select among available units by limiting the use of homeownership vouchers to particular units, neighborhoods, developers or lenders. Homeownership assistance is a special housing option for families that receive Housing Choice Voucher Program tenant-based assistance. CDOH has chosen to offer the Section 8 Homeownership Program to its current participants who are interested in homeownership and meet the program requirements as specified in this plan. The goal of the program is to expand homeownership opportunities to CDOH's Housing Choice Voucher Program participants by assisting them in transitioning from rental to homeownership using the Housing Choice Voucher Program. Each CDOH contracting agency may establish a policy of performing an annual HQS inspection for the duration of the homeownership assistance. It is the responsibility of the contractor to assess the need for the annual HQS inspection.

Qualified participants may freely choose

Qualified participants may freely choose whether to continue with their rental assistance or request homeownership assistance. The homeownership program is voluntary and limited to families who are eligible under terms expressed in CDOH's guidebook.

Received Voucher for One Year

If a family wishes to pursue the homeownership option, a family must:

Meet the general requirements for participation in the CDOH's Housing Choice Voucher (HCV) Program; and have received CDOH HCV Program assistance for a minimum of one year (12 consecutive months);

Be in Good Standing

Families in good standing (the family has not violated any Housing Choice Voucher Program regulations or policies, does not have a current re-payment agreement, and has not had repeated lease violations or evictions for cause, etc.) with the HCV Rental Program are eligible to apply for the Homeownership Program. Participants must maintain compliance with all family obligations and meet all additional eligibility criteria as specified in this guidebook. All civil rights laws applicable to the Rental Program are applicable to the Homeownership Program. The family must sign the statement of homeowner obligations and program guidelines, and must be able to comply with the additional special requirements for homeownership assistance as specified in this briefing packet and CDOH's administrative plan. Preferences are given to those who work, are participating in CDOH's Family Self-Sufficiency and/or other education programs.

First Time Homebuyer

This program is for first-time homebuyers with CDOH Housing Choice Voucher Program assistance. The family must be a "first time home buyer," which includes a person with any ownership interest in a residence within three years prior to applying for homeownership. A first time homebuyer is defined by HUD as any person who has not owned a "present ownership interest" in the residence of any family member in the last three years. The household may not include any person who had an ownership interest in the last three years, with the exception of ownership in a cooperative unit or a lease-to-own program. A first time home buyer may be a person who has had an ownership interest in a previous residence, but is now a displaced homemaker or has been displaced due to domestic violence.

10. Community Service and Self Sufficiency

Several CDOH contractors have entered into cooperative agreements with TANF agencies (as listed in the table below), to share information and/or target supportive services (as contemplated by section 12(d) (7) of the Housing Act of 1937). Funding for TANF is provided to each county based on a formula basis and each county develops a plan for the use of their funds. The CDOH feels the cooperative agreements established at the local level are most effective.

Coordination efforts between the CDOH agencies and TANF agencies include:

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration programs
- **Other** (describe):

The CDOH will require that Housing Agencies under contract to the CDOH must demonstrate coordination efforts between the HA and TANF agency before participants in that jurisdiction can participate in the home ownership program. These coordination efforts may include any of the efforts listed above.

Self-Sufficiency Policies

CDOH will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families in the following areas:

- Section 8 admissions policies
- Preferences for families working or engaging in training or Education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for Section 8 homeownership option participation

Economic and Social Self-Sufficiency Programs

Yes No: CDOH contracted agencies coordinate, promote, and/or provide programs to enhance the economic And social self-sufficiency of families. The following agencies have entered into the agreements with TANF, and other supportive Service agencies to enhance the economic and social self-sufficiency of the families they serve.

	ALAMOSA COUNTY	ELBERT COUNTY	CHAFFEECTUST ER, FREMONT, PARK & TELLER COUNTY	GUNNISON COUNTY	LA PLATA COUNTY	LOGAN COUNTY	SAGUACHE COUNTY	YUMA and WASHINGTON COUNTIES	MONTROSE COUNTY
TANF	X	X	X	X	X	X	X	X	X
DOLE	X	X	X	X	X	X	X	X	X
Family Crisis			X						
Local Community College	X		X						
Cooperative Extension				X					
Watershed District				X					
Consumer Credit Counseling					X				
Mental Health Center	X				X				
Resource & Other Center(s)	X	X		X	X			X	X
Rural Development	X	X							
Local Health Dept	X		X	X					
County Gov't			X	X		X		X	X

Family Self Sufficiency Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (As of: 01/01/08)	Actual Number of Participants (As of: 01/01/08)
Public Housing Section 8	N/A 97	N/A 125

Yes No: The most recent FSS Action Plan addresses the steps the CDOH plans to take to achieve at least the minimum program size.

Welfare Benefit Reductions

CDOH is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: Establishing a protocol for exchange of information with the Department of Labor and other agencies that provide direct services providers, e.g.: entering into memorandums of understanding or service agreements.

11. Civil Rights Certification

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations. This certification can be viewed at the main PHA office and is listed as supporting documentation.

12. Fiscal Audit

- Yes **No:** Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
- Yes No: **N/A:** Was the most recent fiscal audit submitted to HUD?
- Yes No: **N/A:** Were there any findings as the result of that audit?
- Yes No **N/A:** If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? NONE
- Yes No **N/A:** Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

13. Resident Board Member on the PHA Governing Board

Colorado Division of Housing is a state public housing agency that only administers the Section 8 Housing Choice Voucher Program. The CDOH State Housing Board is not required to have a resident on its board. The State Housing Board is a bi-partisan board appointed by the governor. DOH invites all Section 8 families to participate on the Resident Board by making comments on the PHA Plan that can be viewed at the local contractor's office or on the CDOH website.

14. Statement of Consistency with the Consolidated Plan

Consolidated Plan Jurisdiction: State of Colorado

- The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:
- CDOH has based its statement of needs of families in the jurisdiction on the needs expressed in the current State of Colorado Consolidated Plan (Strategic Action Plan).
- CDOH prepares the State of Colorado Consolidated Plan.
- The State of Colorado Consolidated Plan includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice.
- CDOH Section 8 Tenant Based Program staff consulted, planned and collaborated with CDOH staff that is responsible for the preparation of the state's Consolidated Plan.
- All CDOH staff members were involved with the public hearings held throughout the state for public comment

The Consolidated Plan for the State of Colorado supports the PHA Plan with the following actions and commitments:

- CDOH will direct 75% of its Section 8 Rental Assistance to families at or below 30% Area Medium Income meeting the federal mandate.
- Leverage private or other public funds to create additional housing opportunities for households with incomes below 30% AMI transitioning from welfare to work and for households transitioning from homelessness.
- Implement CDOH Voucher Program admissions preference for those who are homeless or are a victim of domestic violence or a natural disaster or are in the TBRA program.
- Implement CDOH Voucher Program admissions preference for those currently working or who are enrolled or previously enrolled in educational, training or upward mobility programs that have an interest in working toward self-sufficiency.
- Implement a flexible voucher homeownership program that can be adapted to all communities within the state.
- Update the CDOH Tenant briefing packet to expand the information on fair housing, Voucher Program regulations and DOH Voucher policy.

ATTACHMENT A

MEMBERSHIP OF RESIDENT ADVISORY BOARD

Colorado Division of Housing will conduct a state public hearing on **March 19, 2009**, inviting comment and participation concerning the Colorado Division of Housing (CDOH) PHA Agency Plan.

CDOH has required its contractors to post a notice of the Resident Advisory Board requirements at the contractors' onsite offices. The notice contains information on how Voucher Program participants can access the PHA Plan on the DOH web page or at the contractor's office. To date, CDOH has not received any responses via e-mail, mail or telephone concerning the CDOH PHA Plans.

Therefore, per Notice 2000-36, all Section 8 participants have been appointed to the Resident Advisory Board and have been given the opportunity to comment on the Agency Plan via access to the document at each contractor's office or on the Internet.

ATTACHMENT B

STATEMENT OF PROGRESS IN MEETING THE FIVE-YEAR

CDOH Strategic Goal: To increase the number of 30% AMI families receiving rental assistance and leverage funds to create additional housing for 30% AMI families. (HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing).

- **Apply for additional rental vouchers so that additional families in the state will have the opportunity to be assisted with rental assistance.** *DOH received the following:*

Fiscal Year 2009 – Fair Share vouchers were not available this year.

CDOH Strategic Goal: To increase the number of families receiving rental assistance who are disabled, homeless or displaced due to domestic violence or a natural disaster.

- **Apply for additional special population rental vouchers (homeless with substance abuse or mainstream for persons with disabilities) so that additional families in the state will have the opportunity to be assisted with rental assistance.**

Fiscal Year 2009 – Administered 11 D-HAP Vouchers

- **Implement CDOH Voucher Program admissions preference for those who are homeless, victims of domestic violence, a natural disaster or are in a DOH sponsored TBRA Program.** CDOH has implemented these preferences in its annual and administrative plans to ensure that those who are the most in need receive assistance as soon as possible.
- **CDOH will respond to a natural disaster within 24 hours of a Governor's Declaration of Disaster.**

Fiscal Year 2009 –CDOH assisted with the Wiley Tornado Disaster.

- **CDOH staff will assist in coordinating efforts to place victims in emergency housing and provide rental assistance if the family is eligible.** CDOH provides rental assistance in 47 counties of the state, therefore CDOH has Section 8 Contractors who can be called upon to administer rental assistance when a natural disaster hits. DOH has also developed a housing plan to assist victims of natural disaster.

CDOH Strategic Goal: Improve the quality and delivery of the Section 8 Rental Assistance program.

- **Improve Voucher Program management by reviewing and revising (if needed) the current quality control processes in place regarding payments to landlords and HQS inspections.** Since CDOH is a state government agency, several processes are in place for quality control on landlord payments. For example, every landlord or organization that is paid a rental subsidy must submit a federal identification number or a Social Security number to ensure that the person or organization is valid. The IRS crosschecks the federal identification and Social Security information on landlords annually. CDOH staff enters HUD form 50058 information on the family and the landlord into the CDOH Voucher Program database. The database interfaces with the state accounting system. Accounting information is entered by state accounting staff. CDOH staff does not approve any subsidy payments; only state accountants are allowed to approve payments. CDOH staff reconciles monthly HAP requests from its contractors to what is actually within its database, which eliminates overpayments to landlords. CDOH has developed a system to cross reference and reconcile accounting reports to payments generated in the database. CDOH and DOLA OIS staff has developed a report that shows the funds downloaded into the state accounting system prior to approval of payment. Electronic Fund Transfers are monitored monthly by staff for irregularities, and Asset Managers monitor the family units of those landlords who receive this type of payment when doing on-site monitoring. Currently CDOH performs HQS inspections on 5% of all of the units assisted to ensure quality control. CDOH has implemented a

system that allows contractors to access their family files through the web in order to eliminate duplicative work.

- **Revise factors for monitoring frequency status to better identify projects at risk of having monitoring findings.** CDOH has revised its monitoring documents and file checklists to reflect the requirements of SEMAP and the RIM review. CDOH continually reviews its monitoring documents to ensure that its contractors are being reviewed correctly regarding implementation of the Rental Assistance Program.
- **Provide on-site and Internet based training/publications on Section 8 federal funding regulations, grant management, organizational management and homeownership design.** *CDOH provides on-and off-site training for all of its contractors.* CDOH has developed a web based training on Housing Quality Standards Inspection. CDOH received national recognition in October of 2005 for its web based internet Housing Quality Standards (HQS) training from the National Association of Housing and Redevelopment Officials (NAHRO).
- In June of 2006 CDOH, along with Colorado Housing Development Organization and USDA Rural Development, sponsored a website called coloradohousingsearch.com. The site is an internet search engine for affordable rentals and homes for sale. Currently it receives 400-500 hits a day from people trying to locate housing. CDOH is promoting this website to all PHAs in Colorado to use as their rental unit list provided to Section 8 Voucher holders.
- CDOH has formalized its Homeownership Guidelines since the publication of the final rule on the homeownership program, and CDOH has since trained its contractors on this program. CDOH has a new training on its website called "The Puzzle of Homeownership." The purpose of this interactive training is to educate potential homebuyers on a variety of topics. CDOH is a firm believer in providing adequate homeownership education prior to purchasing a home.
- **Sponsor twice-yearly CDOH Section 8 Contractor training to review DOH policy and federal regulation, which governs the program. CDOH sponsors a state contractor meeting twice a year.**

Fiscal Year 2009 – A Section 8 101 course was held in the summer of 2008 for new contractor staff. CDOH contracted with Nan McKay and Associates to provide "Eligibility and Occupancy" training for its contractors in September of 2008.

CDOH Strategic Goal: Increase assisted housing choices.

- **Increase voucher payment standards for Section 8 Contractors in high rental cost areas of the state by 10%, where warranted.** Contractors must submit documentation to CDOH annually to justify an increase in their payment standard. Several high cost areas within the state have done so, and CDOH has granted the allowable 10% increase.
- **Update the CDOH Tenant briefing packet to improve the information on housing choices.** Updating the briefing packet is done annually to provide current information to families receiving rental assistance and to state contractors.
- **Implement a flexible voucher homeownership program that can be adapted to all communities within the state.** CDOH has implemented a statewide homeownership program and a guideline book that can be used by both state contractors and families wishing to participate in this program. To date, CDOH has one 55 families currently taking advantage of the home ownership program. CDOH has formed partnerships with Colorado Housing Finance Authority, Bank One, Wells Fargo and Rural Development to provide mortgage assistance to families receiving rental assistance and those who are disabled. CDOH provides on-going contractor training on the homeownership program.
- **Coordinate CDOH Homeownership Down Payment and Single Family Owner Occupied Rehabilitation Programs with Section 8 Contractors who are interested in implementing a voucher homeownership program in their community.** DOH has provided within the State Homeownership Guidebook a listing of DOH down payment and single-family owner occupied rehabilitation programs available throughout the state along with other resources a family may use.

- **Statewide utility allowances.** In conjunction with Supportive Housing and Homeless Programs (SHHP), CDOH has partnered in developing statewide utility allowance for four geographical areas of the state. This service will assist all housing authorities in the state along with developers of multi family housing units.

CDOH Strategic Goal: Promote self-sufficiency and asset development for assisted households. (HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals).

- **Increase the number of families enrolled in the Family Self-Sufficiency (FSS) Program by an additional 10 families annually.** CDOH has developed a preference for families working toward self-sufficiency (see Section 3 - Policies Governing Eligibility, Selection and Admissions). CDOH currently has 82 families participating in the FSS Program; this is a decrease of six families from last year. A total of 182 families have graduated from the FSS program since its inception.
- **Continue to promote and support cooperation agreements at the state and local level between the Department of Human Services and other supportive service providers.** CDOH has requested that its contractors enter into Certifications of Cooperation Agreements with DOLE and DHS to better serve low-income families within the state. In coordination with Supportive Housing and Homeless Programs (SHHP, DOH has developed a state wide utility allowance. This will assist contractors and public housing authorities that do not have the capacity to develop their own.
- **Continue to set-up and administer escrow accounts for families participating in the FSS programs.** Roughly 98 families within the state are taking advantage of the escrow account offered through the FSS program.

DOH Strategic Goal: Ensure equal opportunity and affirmatively further fair housing. (HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans)

Continue to improve the distribution of information to Coloradoans who contact the DOH wanting fair housing information. CDOH has sponsored several workshops on Fair Housing and accessibility standards. CDOH incorporates fair housing and equal opportunity training on a regular basis into its annual trainings. DOH developed a technical brief called “What Renters Should Know about Fair Housing,” and another called “Landlord/Tenant Rights,” to assist renters and voucher holders in knowing what their rights are. DOH is currently working with the Denver Apartment Association to develop a user manual for Renters in Colorado. CDOH plans to conduct several statewide fair housing workshops in 2008.

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: _____ PHA Code: _____ PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): _____				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: _____				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.				
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.				
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.				
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.				

9.1	Strategy for Addressing Housing Needs . Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”
11.0	Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures , but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) **Hope VI or Mixed Finance Modernization or Development.**

1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

(b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at:

http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

Note: This statement must be submitted to the extent that **approved and/or pending** demolition and/or disposition has changed.

(c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- 1. At the end of the program year; until the program is completed or all funds are expended;
- 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- 3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five -Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:
<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.